

MISSOURI S&T EXPLOSIVES ENGINEERING BACKGROUND CHECK PROCEDURE

All Missouri S&T students participating in classes involved with the handling or receiving of explosives must submit to a background check conducted by the State of Missouri Highway Patrol (MOSHP) and Missouri S&T Police. **No student will be permitted into an explosives course until the background check has been completed and submitted to the department.** The purpose of the investigation is to ensure compliance with the Safe Explosives Act as well as uphold the integrity of the profession as well as the reputations of both the department and university. In order to complete the check before the semester begins, students must:

- Obtain a form from the Explosives Engineering website, http://explosives.mst.edu/prospective_students.html, or from Shirley Hall at 227 McNutt Hall
- Complete and return the application with a **\$10 check or money order only** to 227 McNutt Hall
- Once the Highway Patrol completes its inquiry, the application will be sent to University Police for further examination
- An email will be sent to the department confirming the student's status
- Unless a course denial notification is sent to the student, clearance has been obtained.

To maximize instruction, it is crucial that all students complete this process prior to the first day of class. If students fail to submit the application prior to the beginning of class, they must obtain a form and submit the application directly to the MOSHP, along with a **\$10 check or money order only**. The application must be taken to:

1510 East Elm (Off Highway 50)
Jefferson City, MO.

The office is open 8-5 M-F, except holidays. You must show up and provide a drivers license, SSN and address. Obtain a **copy** of the application and check or money order as proof of submission and submit the copies to 227 McNutt Hall. The original must be sent to University Police by the MOSHP and will be processed as stated above. **Do not bring the originals back with you.** Any student not passing the check will be dropped from the course. Students will not be permitted to handle explosives until the background check is complete.

Active military are not required to have a background check and can just submit a copy of a current military identification card to 227 McNutt.

Questions should be directed to Shirley Hall, hallsi@mst.edu.

