

Fingerprint Instructions for the Utah State Board of Education – Educator Licensing

Fingerprints are required for a Utah Educator License pursuant to [Utah State Code § 53G-11-403](#) and [Rule R277-301](#); the fingerprints will be evaluated by the Utah Bureau of Criminal Identification.

Fees:

You are responsible for any fees incurred. Utah Live Scan Fingerprint sites charge \$25; BCI charges \$20; outside Utah fees will vary.

Results:

Processing time may take up to **15 weeks** for USBE to receive results. You will be notified by email when the background fingerprint check has cleared. The FBI will require resubmission of fingerprints that are incomplete or unreadable; this may delay the issuance of your Utah Educator License.

Please select one of the two options to submit your fingerprints based on your physical location:

IN UTAH	OUTSIDE OF UTAH
• Go to a Utah Live Scan Location for fingerprinting. • Bring to your appointment: ▪ Government-issued photo ID ▪ CACTUS ID# • Provide the following information to the Live Scan technician: ▪ <i>USBE Requests Electronic Background Check Billable to Agency</i> ▪ <i>Agency Code: B1017</i> ▪ <i>RFP/Statute: UCA 53G-11-403</i> ▪ <i>Type of Background: NFUF</i> ▪ <i>OCA: YOUR INDIVIDUAL CACTUS ID#</i> <i>Failure to completely fill all information with legal name, date of birth and social security number will result in a delay of the background processing which could impact the ability to renew or obtain a Utah license.</i>	• Go to a local police station or other agency that does fingerprinting. • Bring to your appointment: ○ Government-issued photo ID • During your appointment: ○ Make sure that fingerprinting is done in black ink only. Digital fingerprints are acceptable. The FD-258 fingerprint card is the preferred format; you may print a copy of the FD-258 fingerprint card directly from the FBI website. ○ Complete all applicable spaces on the card (see sample). • Return to USBE Educator Licensing: ○ <i>One (1) completed fingerprint card; DO NOT FOLD, BEND STAPLE, OR PUNCH HOLES IN FINGERPRINT CARDS.</i> • Mail to appropriate address according to shipping provider: <i>For USPS:</i> USBE Educator Licensing P.O. Box 144200 Salt Lake City, UT 84114-4200 <i>For all other shipping:</i> USBE Educator Licensing 250 E 500 S Salt Lake City, UT 84111

SAMPLE COMPLETED FINGERPRINT CARD & LEGEND

One fingerprint card is required for each applicant. If your fingerprint card is rejected by the Utah Bureau of Criminal Identification, you will be required to provide another card. Do not fold, bend, staple or punch holes in the card.

APPLICANT * See Privacy Act Notice on Back FD-258 (Rev. 5-15-17) 1110-0046	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				FBI	LEAVE BLANK	
		LAST NAME Vader,	FIRST NAME Darth	MIDDLE NAME James				
SIGNATURE OF PERSON FINGERPRINTED 		ALIASES AKA Vader, Jim Skywalker, Anakin One, The Chosen		ORI 4 UTBCI0000 UT BU CRIM IDENT Salt Lake City, UT	DATE OF BIRTH Month Day Year 05/25/1977			
RESIDENCE OF PERSON FINGERPRINTED 1 Death Star Galactic Empire		CITIZENSHIP CTZ JEDI		SEX M	RACE W	HGT. 6'1"	WGT. 192	EYES BRO
DATE 14	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 15	YOUR NO. OCA 987654		SOCIAL SECURITY NO. SOC 123-45-6789	HAIR XXX	PLACE OF BIRTH POB Tatooline		
EMPLOYER AND ADDRESS 		UNIVERSAL CONTROL NO. UCN 		LEAVE BLANK				
REASON FINGERPRINTED 		ARMED FORCES NO. MNU 		CLASS 				
		MISCELLANEOUS NO. MNU 		REF. 				

1. **Applicant's full name:** Last name, First name, Middle name sequence (do not use initials).
2. **Signature of person fingerprinted:** Applicant to sign in **BLACK INK.**
3. **Aliases (AKA):** You must enter all other names; including maiden and married names.
4. **ORI:** Only fingerprint cards indicating the Utah Bureau of Criminal Identification (UTBCI000) may be used.
5. **Residence of person fingerprinted:** Enter applicant's residential address and not mailing address.
6. **Sex:** **M** for Male, **F** for Female
7. **Race:** Enter the one letter abbreviation for race.
 - A** Asian/Pacific Islander
 - B** Black
 - I** American Indian or Alaskan Native
 - W** White or Hispanic
 - U** Unknown
8. **Height:** Enter the height in feet and inches
9. **Weight:** Enter your weight in pounds
10. **Eyes:**

Black..... BLK	Gray GRY	Pink..... PNK
Blue..... BLU	Green..... GRN	Maroon..... MAR
Brown BRO	Hazel..... HAZ	Multicolored..... MUL
11. **Hair:**

Bald BLD	Brown BRO	Sandy..... SDY
Black..... BLK	Gray GRY	White..... WHI
Blonde..... BLN	Red/Auburn..... RED	Bald..... XXX
12. **Date of birth (DOB):** MM/DD/YYYY format
13. **Place of birth:** Enter state abbreviation (e.g. UT)
14. **Date:** This is the date the applicant was fingerprinted.
15. **Signature of Official taking prints:** To be completed by the fingerprint technician.
16. **OCA:** This is your Utah Educator CACTUS Identification Number.
17. **Social Security Number:** Enter number in XXX-XX-XXXX format. Leave blank if applicant does not have one.