

Background Check Procedures

Background checks are valid for a period of three years. If you have had a background check done through the Educator License office within the past three years, you do not need to complete another one. If you don't complete your program within the three years, you will have to complete another background check. Cleared background checks are required for licensure. **The State Office will not accept copies of background checks done elsewhere, including school districts.** You will be notified by email when your background application is complete by the Utah State Office of Education (USOE). Please attach that email to your Teacher Education Application. Only on-line background check application will be accepted by the Utah State Office of Education. (Cards are no longer an option.) Questions? Please call Lisa Christensen at 435-797-1443 or email at lisa.christensen@usu.edu

STEP 1

Go to www.utah.gov/teachers and click on the Background Check button. Click on 'Initial License'. Follow the online instructions. (Click on Initial Licensure)

STEP 2

Step 11 of the online process is the authorization form. Print this form and take it to a live scan fingerprinting site. (see bottom & reverse side) You will not be able to have your fingers scanned unless you have this form.

NOTE:

Your background check is not complete until you've had your fingers scanned.
USOE has a 60 day time limit on your background check request. If you do not have your fingers scanned within 60 days, you will have to repay the fee to USOE.

Utah Sate University	USU Public Safety 1250 N 850 E Logan, UT 84322-5800	all appointments made online at www.dps.usu.edu or call 435-797-7468 for more information
Weber State University Check or Money Orders Only (no Cash)	Room 022 McKay Ed Bldg College of Education Ogden UT 84408-1302	Please see website for hrs www.weber.edu/fingreprinting Parking in lot A2, free after 4on Thur
Central Utah Educational Services	195 East 500 North Richfield, UT 84701-1899	8 to 4 by appointment- Call (435) 896-4469 OR see website at www.cues.k12.ut.us
Southeast Educational Services Center	685 East 200 North Price, UT 84501	Monday-Friday 9-11 am, 2-4 pm Call for appt (435) 637-1173
Southwest Educational Development Center/Iron District	2077 W Royal Dr Cedar City, UT 84720	(435) 586-2804

***A fee of \$20 will be charged at these sites for educators (License educators, paraprofessional, district and school employees and school volunteer). Taking the live scan prints, with the exception of a \$15 fee at the Utah Bureau of Criminal Identification. You will also have to show a picture ID at the time.**