FINGERPRINT INSTRUCTIONS FOR STUDENTS:

Access www.utah.gov/teachers

• Click on “Background Check” on the right.

• Follow the prompts as required.

• On the screen which asks for “Live Scan” or “Card Submission” select Live Scan if you live in Utah, and Card Submission if you live out-of-state.

• Pay background check fee of $40 with a debit or credit card.

• If you clicked on “Live Scan,” generate the form at the end of the process. This will take you to a Word document. Print both pages. The first page will be an authorization letter which must be taken to the Live Scan location listed on the second printed page. The second page will give you a list of authorized locations where you can complete the fingerprinting process. An additional $15 will be paid at the Live Scan site to complete the fingerprinting.

• If you clicked on “Card Submission,” the authorization letter and locations will not print. Instructions, a release form, and authorized fingerprint cards will be mailed to you.

• Transaction should have been successfully completed within a 30 minute timeframe.

• Once your fingerprint/background has successfully been completed, you will receive an e-mail in approximately 3 - 4 weeks stating you have a cleared background. Be sure to check your “junk e-mail,” just in case your e-mail blocked the message.

• Take the receipts to your University advisor to verify that you have completed this process.

• Once your fingerprints clear, your clearance information will be sent to the College of Education Dean’s Office and disseminated to your advisor.