



## Background Check Procedure

To start the fingerprint/background process, please follow these steps:

1. Access <https://secure.utah.gov/elr/welcome.html>
2. Click on “**Background Check**” and then “**Start Your Background Check.**”
3. Choose “**Initial Licensure**” and follow the **prompts** as required.
4. “**Record Not Found**” will be displayed. You will have the opportunity to register for a CACTUS ID (required) on the next screen. Click on “**Continue**” and fill in information.
5. On the screen which asks for “**LiveScan**” or “**Card Submission**” select **LiveScan if you live in Utah**, and **Card Submission if you live out-of-state**.
6. Pay background check fee with a debit or credit card.
7. If you clicked on “LiveScan,” 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 LiveScan 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.
8. If you live **Out-Of-State** and 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**.
9. Transaction should have been successfully completed within a **30 minute timeframe**
10. Once your fingerprint/background has been successfully completed, you will receive an e-mail in approximately 3-14 weeks stating you have a cleared background. Be sure to check your “junk email,” just in case your email blocked the message.
11. **Forward the “cleared” USBE email to the special education Admissions Advisor Kaitlin Lindsey, k.lindsey@utah.edu to verify that you have completed this process.**