Background Check Procedures

For Admissions into the Department of Special Education, as well as to participate in any field-based practicum courses, students must pass a State and Federal background check through the Utah State Board of Education (USBE). Failure to do so may jeopardize your ability to complete course requirements and receive a grade in field-based courses.

To verify that your background check is on record with the USBE, locate your CACTUS Number, and provide proof of your USBE Background Check. Students who previously accessed the CACTUS system via UEN will need begin using and accessing the USIMS system, https://usims.schools.utah.gov/.

If your background check is not on record, you will be required to complete the USBE Background Check process.

The below information includes step-by-step directions, and students are strongly encouraged to use them to successfully complete the USBE Background Check process correctly and accurately. Please complete both steps listed below to successfully complete the USBE Background Check. Only completing the online portion will not complete the USBE Background Check.

Initiating the Background Check Process

Students should complete the physical fingerprinting at the locations listed on the paperwork found on their USIMS account under Fingerprinting Instructions or at one of the sites we have recommended below.

To ensure that your physical fingerprinting is reported back to the USBE you must take the paperwork that is found on your USIMS account under Fingerprinting Instructions when you complete your physical fingerprinting. If you do not take this paperwork with you, your background check will not be sent to the USBE, and we cannot accept it.

All checks must be verified with the USBE, we will not accept any background checks from outside entities, such as school districts, public health, or childcare licensing.

Step One: Initiate the Background Check Process (Complete the Online Portion):

Create an account with USIMS.

2. Click on “Sign Up Now”. Enter in your email address. Click the blue Send verification code button. Note, that this email address should be one that you check frequently. Do not use a throwaway email address for USIMS. Then go to your email and get the verification code from the email that was sent to you. Enter it into the box.
3. Create a password and confirm it.
4. Type in your first and last names.
5. Then click on the blue Create button.
Home-Checklist

1. **Licensing Issues**
   a. Click on the Licensing Issues button.
   b. Please read through the statement verifying your credential status.
      i. Most Special Education students will not have any sort of credential with the USBE or any other licensing entity and will select the first statement. If you have not had a credential, select the first statement. If the statement is true and you have had a credential revoked, please select the second statement.
   c. Click on the blue “I Agree” button.

2. **Educator Privacy Policy Statement**
   a. Please read through the statement.
   b. Check the box indicating, “I have acknowledged the above Statement.”
   c. Select the blue “Continue” button.

3. **Educator Information Lookup**
   a. Enter in your Date of Birth (mm/dd/yyyy)
   b. Enter in your Social Security Number, use dashes.
      i. Students who do not have a social security number are ineligible to proceed further. If you are an international student on a visa, please contact the [International Student & Scholar Services Office](#) on how to obtain one.
   c. Confirm your Social Security Number, use dashes.
   d. Click on the blue “Submit” button.

4. **Personal Information**
   a. Click on the Personal Information button.
   b. Your CACTUS ID number will be displayed here.
   c. Enter or update your first name, maiden name and last name.
   d. Please select your gender.
   e. Enter or update your address, phone number and email address. Note, this email address should be one that you check frequently. Do not use a throwaway email address for USIMS.
   f. Enter or update your race/ethnicity.
   g. Under Utah Teacher Education Program:
      i. Select Yes
      ii. Select University of Utah
   h. Click on the blue “Save” button.

5. **Criminal Background Review Required**
   a. FBI Privacy Act Statement
   b. Read through the statement and click the blue Continue button. It is very important that you read the statement. Please ensure that you do so before clicking on the “Continue” button.
   c. Utah Consent to Background Check
   d. Read through the statement and click the blue “I Agree” button. Please ensure that you read through the entire statement.
   e. Background Check
   f. Fingerprint Instructions for the Utah State Board of Education-Educator Licensing.
   g. Select Fingerprint Instructions. **Note that this is the location of the paperwork that you must take with you to your physical fingerprinting appointment.**
   h. Print/Save the two pages of the Fingerprint Instructions. And enter in your CACTUS ID number prior to going to complete the physical fingerprinting.
Step Two: Complete the Physical Fingerprinting:

All students should note that In-state Utah (LiveScan) fingerprinting typically takes 2-6 weeks to receive your clearance after completion the physical fingerprinting. Out-of-State physical fingerprinting (using fingerprint cards) can take up to 16 weeks to receive clearance.

Students in Utah

The Department of Special Education strongly recommends students complete their physical fingerprinting at one of the Your Unique Prints (YUP) locations or the Bureau of Criminal Investigation (BCI). We do not encourage students to go to other locations, including school district offices as they do not always forward the background check to the USBE or complete the full required check. If you complete the check at a school district office, please note that you may risk having to complete your physical fingerprinting again if your fingerprints are not sent to the USBE.

1. Note that no forms will be emailed to you. All information that you need to complete the physical fingerprinting is available on USIMS.
2. Print off the first page on the Fingerprint Instructions and write in your CACTUS id number on the left chart under Cactus ID #. This can be found on your Personal Information tab on USIMS.
3. Schedule your appointment and pay your fee at one of the recommended locations below.
4. Ensure that you take the first page of fingerprint instructions with your CACTUS id number on it, as well as your government-issued photo id with you (i.e., driver’s license). Do not complete your physical fingerprinting without both the completed form and your id. If you do not have these, your fingerprints will not be sent to the USBE upon completion and you will have to complete the process again, repaying all fees.

Recommended In-State Fingerprinting locations.

Your Unique Prints (YUP) Fingerprinting - YUP Fingerprinting has several locations in Utah. Please choose the one closest to you if you choose to complete your physical fingerprinting at that location. Please go to the YUP website to schedule your appointment. Students who choose the YUP Fingerprinting should use the following information when scheduling their appointment:

1. After choosing your location, select Direct Submission/LiveScan for your fingerprinting option.
2. Ensure that you have the PDF paperwork that is found in your USIMS account under Fingerprint Instructions with your CACTUS number written in. You CACTUS number can be found on your Personal Information on USIMS. If you do not take your paperwork, you will have to complete the physical fingerprinting again and repay all associated fees-delaying your background check clearance.
3. The fee at YUP for your physical fingerprinting is $21.00. YUP often has next day appointments available for you to choose from.

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<td>1133 N Main St. #127 Layton, UT 84041 (435) 359-3151 Mon. to Fri. 9:00 am - 5:00 pm</td>
<td>394 W. Main St. #103 Lehi, UT 84043 (435) 359-3151 Monday to Friday 9:00 am - 4:20 pm</td>
<td>95 W 100 S #104 Logan, UT 84321 (435) 359-3151 Monday to Thursday 9:00 am - 5:00 pm</td>
<td>231 E 400 S #350 Salt Lake City, UT 84111 (435) 359-3151 Monday to Friday 9:00 am - 4:20 pm</td>
<td>1240 E 100 S, Bldg 23 Ste. 202) St George, UT 84770 (435) 359-3151 Mon. to Fri. 9:00 am - 5:00 pm</td>
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Bureau of Criminal Identification (BCI) Fingerprinting - Students who decide to use the BCI for their physical fingerprinting should be aware of the following information.

1. You must schedule an appointment with the BCI. Please go to https://bci.utah.gov/fingerprint-and-photo-services-for-the-public/ to make the appointment.
2. Ensure that you have the PDF paperwork that is found in your USIMS account under Fingerprint Instructions with you CACTUS number written in. You CACTUS number can be found on your Personal Information on USIMS. **If you do not take your paperwork, you will have to complete the physical fingerprinting again and repay all associated fees-delaying your background check clearance.**
3. The fee at the BCI is $15.00.
4. Your appointment with the BCI may be a few weeks away. They do not often have appointments available within the week.
   a. The BCI is located at 3888 West 5400 South, Taylorsville, Utah 84118, 801-965-4445.
   b. Hours: Monday – Friday 8am to 5pm.

Other locations on the USBE paperwork, will have fees of their own. Students are encouraged to use either the BCI or YUP for their physical fingerprinting. Students are reminded to ensure that if they use a school district office that the background check is forwarded to the USBE by having their paperwork with them. These offices do not always automatically do this, and you may have to do a new background check. Some school district offices will not complete USBE Background Checks for those who are not employees. Please check with the location before going to complete your physical fingerprinting.

**Out-of-State Students**

This is for those students who are out-of-state and need to complete this prior to attending the University of Utah. **Students are reminded that this can take 16 weeks to complete.** Follow the instructions found on the Fingerprint Instructions page in USIMS.

1. Go to a police station or another agency that will complete physical fingerprinting. Check prior to going to the location to see if the location requires you to schedule an appointment or will accept walk-ins.
2. Take your government issued photo id with you.
3. Make sure that your fingerprinting is done in black ink or digitally completed. The USBE strongly recommends the FD-258 card which can be downloaded from the FBI website: [Applicant Fingerprint Form (FD-258) — FBI](https://www.fbi.gov/services/cjis/IDENT/fingerprinting).
4. Complete all of the required spaces.
5. Return to the USBE Educator Licensing Office one completed fingerprint card. DO NOT FOLD, BEND, STAPLE OR PUNCH HOLES IN FINGERPRINT CARDS.
6. Mail card to the address using the shipping information found on the Fingerprint Instruction page.

For all students: Your background check should update in USIMS once it is cleared. You may also receive an email from the USBE informing you that your background check has cleared.

**Important information to complete a full check:**

You must list the University of Utah as the Institution you are attending when you complete the online portion of the background check procedure.

Your USBE Background Check is valid for five years, provided nothing occurs to invalidate it. The background check will be continuously monitored for continued clearance.
Background check status will be recorded by the Department of Special Education at the University of Utah and instructors in future field-based classes will be made aware of your clearance status, so that you do not have to complete the check more than once within a five-year period.

**IMPORTANT:** You have one year from the time you log into the USBE system to take your form to the BCI or YUP site and get your prints taken. If you do not complete the process within the time limit, you will be taken out of the USBE system and will have to repay all fees. We strongly encourage you to complete this process as soon as possible to prevent delays in clearances which may delay enrollment in some classes.

If a student does not pass the background check, they cannot complete the field requirements of field practicum courses.

Please follow the directions listed above, these are written to help you successfully complete the process.

Students should note that background checks that cannot be verified by the USBE’s database will not be accepted, with no exceptions. If you have completed a check for a different UT state department you can verify your background check status with the USBE either via USIMS or CACTUS. If there isn’t a background check on record for you on CACTUS or USIMS, then you will need to complete a new one using the process above.

*Updated and Revised 09.20.2022*