



## APPLICATION INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY

Enclosed is an application for a Certificate of Eligibility to expunge a record of arrest, detention, investigation or conviction from the State of Utah, Department of Public Safety, Bureau of Criminal Identification. Please complete all of the steps described below. Failure to properly complete one of the steps may cause a delay in processing your application.

1. Fill out the top portion of the application. List all of your previous names including married and maiden names. Be sure to read and sign the application.
2. Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills out the portion of the application labeled "OFFICIAL TAKING PRINTS." Valid government-issued photo ID must be provided (for example, passport, state ID card, consulate ID card, and driver license.) **"Utah Driving Privilege Cards" WILL NOT be accepted by BCI as valid ID. Utah Driving Privilege Cards state on them that they are not to be used as ID. NOTE:** The fingerprints may be taken at our office, Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, Utah.
3. The application fee is \$25.00. Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be made payable to "Utah Bureau of Criminal Identification." To pay by credit card (Visa or MasterCard), please fill out the requested information on the application. Credit card numbers must include: the signature of the cardholder, the three-digit control number located on the back of the card, the expiration date, and the zip code of card billing address. Cash is accepted only when applying in person. **DO NOT SEND CASH IN THE MAIL.**
4. Your eligibility letter will be mailed to the mailing address indicated on the application form. If the information needs to be sent to a third party, the third party release form must be filled out and submitted along with your application.
5. Mail the application, fee and release form (if applicable) to:  
  
UTAH BUREAU OF CRIMINAL IDENTIFICATION  
3888 West 5400 South  
Taylorsville, Utah 84118
6. If your charges were acquitted, you must mark the box on the application form in order for the bureau to expedite your application. You must include documentation to indicate that the charges were acquitted.
7. If you are seeking to expunge a record of arrest where no charges have been filed, you must provide documentation from the investigating law enforcement agency or the prosecutor to indicate whether there has been a final determination that no charges have been filed.

For expungement criteria or any other questions, please go to our website at <http://publicsafety.utah.gov/bci/>

**The Bureau of Criminal Identification does not expunge Juvenile Court records and any request to expunge those records must be made directly to the Juvenile Court.**

