

Utah Bureau of Criminal Identification (BCI)


3888 W 5400 S
Taylorsville, Utah
(801) 965-4445





What will Be Covered

- Types of background checks available:
 - Right of Access (ROA)
 - FBI
- GRAMA Requests
- Expungements
- Challenge Records
- Answer any questions you may have
- Next presentation will be with Jesse Deveraux

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- BCI is the state repository for all Utah Criminal History records
 - Supported with Fingerprints
 - If we do not receive the charge with good quality fingerprints, BCI cannot put the charge on Criminal history



Right of Access (ROA)

- Anyone can apply at BCI to receive a copy of their own Utah Criminal History
- Once the individual has obtained a copy of their record, they are free to disseminate any way they choose



Costs, Databases Checked and Processing Times for Services

- Criminal History Record Review (\$15)
 - Utah Criminal History (UCH) database - all information contained in this database will be returned with response.
 - Mailed in Applications- 7 to 10 days processing time with third party release form.
 - In Person- Same day processing if the applicant is making the request in person at BCI. The applicant can deliver the response to the requesting entity.



Criminal History Record Review

- No ordinance or statute in place
- Have applicant fill out application
 - Application is on our website bci.utah.gov
- A third party release form can be signed to release any information found to the requesting entity (that would be you!)



UCA § 53-10-108

- Qualify under city/county ordinance specifying that a background check may be requested
 - Response returned directly to the qualifying entity (that's you!)
 - If the individual turns in a third party release
 - Jesse will explain statutory requirements and scope more in depth



What about FBI Background Checks for Personal Records Checks?





FBI Personal Records Checks

- Without state statute specifically allowing FBI fingerprint-based background checks through BCI, the applicant must request a background check for themselves.
- It can be requested online through the FBI or Mail the information at:
<https://www.fbi.gov/services/cjis/identity-history-summary-checks>



FBI Personal Records Checks

- May be required in combination with any of the other background checks

-OR-

- May be required instead of the other background checks in cases where the applicant has not lived in Utah for a certain length of time



FBI Personal Checks

- Completed fingerprint card (FD-258)
- \$18 money order made out to “US Treasury”
- Letter of Request
- Response returned to applicant who then passes the response to requesting entity
- We recommend that you have the applicant open the return envelope in your presence
- Response time varies- The response time is faster if they request it online (Electronic Departmental Order/eDO) and follow up with fingerprints



Challenge Records

- Any person may dispute or challenge what's on their UCH
- This is done via the Challenge Record process
- Applications are on our website (bci.utah.gov)
- Fingerprints and a \$15 fee are required for application



Government Records Access Management Act (GRAMA) Requests

- Forms can be found on our website (bci.utah.gov)
- Depending on the request, fees may be charged
- Send GRAMA requests to Shanna Durrant at shannadurrant@utah.gov



Expungements

- Applicants can apply to have certain charges removed from their record, according to Utah statute
- Applications, videos, and qualification criteria are on our website
- Fingerprints and a \$65 fee are required for application
- For more information contact the Expungement section at bciexpungements@utah.gov



Forms and Information

- All forms are available for download on our website: www.bci.utah.gov
- Options for all sections are in the call management system when you call BCI at 801-965-4445

Thank You!

Any questions?

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GRAMA- Shanna Durrant
shannadurrant@utah.gov

