

Online Background Check Procedures

Background checks are valid for a period of three years. If you have had a background check done through the Educator License office within the past three years, you do not need to complete another form. If you don't complete your program within the three years, you will have to complete another background check. Cleared background checks are required for licensure. **The State Office will not accept copies of background checks done elsewhere, including school districts.** You will not be notified when your background application is complete. It is your responsibility to verify this with the Teacher Education office. Only on-line background check application will be accepted by the Utah State Office of Education. (Cards are no longer an option.) Questions? Please email or call Terri Gass at 435-797-1443 or email at terri.gass@usu.edu

STEP 1

Go to www.utah.gov/teachers and click on the Background Check button. Follow the online instructions.

STEP 2

Step 10 of the online process is the receipt for the fee that the state requires. Print this receipt and include it in your Teacher Education Application packet.

STEP 3

Step 11 of the online process is the authorization form. Print this form and take it to a live scan fingerprinting site. (see reverse side) You will not be able to have your fingers scanned unless you have this form.

NOTE:

Your background check is not complete until you've had your fingers scanned.
USOE has a 60 day time limit on your background check request. If you do not have your fingers scanned within 60 days, you will have to repay the fee to USOE.