Background Check Procedures

Background checks completed after July 1, 2015 are valid for a period of five years before licensure. If you had a background check done through the Educator License office before July 1, 2015, it is valid for 3 years. If you don’t complete your program within the three year or five year period (for those completed after 7-1-2015), you will have to complete another background check. Cleared background checks are required for licensure. The Utah State Board of Education (USBE) will not accept copies of background checks done elsewhere, including school districts. You will be notified by email when your background application is complete by the USBE. Please attach that email to your Teacher Education Application. Only on-line background check applications will be accepted by the USBE.

Once you have been recommended to the USBE for licensure, you will not be required to complete another background check as long as you keep your license active. If your license expires, you will be required to complete another background check. (Cards are no longer accepted.) Questions? Please call Lisa Christensen at 435-797-1443 or email at lisa.christensen@usu.edu.

STEP 1
Go to https://secure.utah.gov/elr/welcome.html and click on the Background Check button. Click on ‘Initial License’. Follow the online instructions.

STEP 2
Once you have completed the online application, you will receive an email with a pdf attached which is the authorization form. Print this form and take it to a live scan fingerprinting site (see attached pages). You will not be able to have your fingers scanned unless you have this form. If you do not receive the authorization form within 48 hours, please check your junk mail and spam folders for an email from support@utah.gov since it sometimes ends up in one of these email folders.

NOTE:
Your background check is not complete until you’ve had your fingers scanned. USBE 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 restart the application on the USBE website.

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