

Utah State Office of Education

Educator Fingerprinting/Background Check FAQs

Why do I have to get a background check to renew my license?

Due to recent events, the Utah State Legislature and the Utah State Board of Education have determined that it is necessary for educators in Utah to undergo periodic background checks. All educators are now required by law to have a cleared background check through the Utah State Office of Education within one year of the date they renew or upgrade their license. So, if you are renewing or upgrading on April 10, 2014, you must have a cleared background between April 10, 2013 and April 10, 2014.

Can I use the background check I did for my district/my concealed weapons permit/etc.?

No, the background check must be requested through the Utah State Office of Education Online System in order for us to receive the results of the background check.

Where do I go to request a USOE background check?

You start the process by going to www.utah.gov/teachers and clicking on "Background Check." The cost of the background check will be \$40. You will need to print off a .pdf authorization to take with you to the fingerprinting site, so make sure you are using a computer that has an Adobe Acrobat Reader installed and a working printer.

I was requesting a USOE background check, it asked me why I was getting a background check and I marked the wrong one!

If you have not completed/paid for the background check, simply close your internet browser and then start the process again. If you have already completed/paid for the background check, no action is necessary. This question is being used for statistical purposes only, it will not affect the results of your background check.

I requested a USOE background check through the website, now what?

You will need to print off the authorization form that was shown on the website after you paid for the background check. You will need to take the form with you to one of the locations on the list that should have printed with the form in order to have your fingerprints taken.

I couldn't print the authorization form/I lost my authorization form?

A copy of the form was sent to the email that you entered when requesting the background check. You will be able to print another copy off that email. The document is formatted as a .pdf file. You will need an Adobe Acrobat Reader, a free program, in order to view and print the form.

I didn't get an email/my email was wrong/I deleted the email!

You will need to contact USOE at (801) 538-7740 in order to get a new copy of the authorization form and to correct your email.

I requested my background check on the website/I have been to the site and had my fingerprints taken, can I renew my license yet?

No, you must wait until your background has been cleared before you will be allowed to renew your license. If your background check clears, you will be sent an email informing you that it has cleared and that you may now renew your license (see above if you believe you entered your email incorrectly). If any information is reported based on your background check, you will be contacted, via mail, by USOE and required to explain/resolve any reported situation prior to renewing your license.