



APPLICATION INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY

Enclosed is an Application for a Certificate of Eligibility to expunge a record of arrest, traffic, 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. **If you would like your traffic offenses (**DUI IS NOT A TRAFFIC OFFENSE**) considered in the review of your eligibility for expungement, please check the box designated for “traffic” on the Application for Certificate of Eligibility. Traffic offenses listed under Utah Code Ann. §77-40-102(40) are not included on your Utah Criminal History.**

If your traffic offenses are approved for a Certificate of Expungement Eligibility, there is a \$65.00 fee charged for each case that resulted in a conviction, bail forfeiture, plea in abeyance or diversion agreement. Please note that there will be additional fees charged by the court when you file the Certificate of Expungement Eligibility with the Petition for Expungement at the court.

If the court issues an Order of Expungement, the traffic offense will be removed from court and police records only. Traffic offenses will not be removed from your Utah Driver License record.

3. 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, or 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.
4. The application fee is \$65.00. Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be made payable to “BCI.” To pay by credit card (Visa, MasterCard, Discover or AMEX), please fill out the requested information on the application. Credit card numbers must include: the signature of the cardholder, the three or four-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.**
5. Your eligibility letter will be mailed to the mailing address indicated on the application form. If you need the information to be sent to a third party, the third party release form must be filled out and submitted along with your application.
6. Mail the application, fee and release form (if applicable) to:
UTAH BUREAU OF CRIMINAL IDENTIFICATION
3888 West 5400 South
Taylorsville, Utah 84129
7. If you were acquitted of your charges, you must mark the box on the application form in order for the bureau to expedite your application. You must include documentation to indicate the charges were acquitted.

For expungement criteria or any other questions, please go to our website at <https://bci.utah.gov/expungements/>
The Bureau of Criminal Identification does not expunge Juvenile Court records. Any request to expunge Juvenile Court records must be made directly to the Juvenile Court.



APPLICATION FOR CERTIFICATE OF ELIGIBILITY

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129

Your application will not be processed unless all sections of this form are filled out completely and accompanied by a **\$65.00** application fee.

NAME: _____ **DATE OF BIRTH** _____
(Last Name) (First Name) (Middle Name)

GENDER _____

PREVIOUSLY USED NAME(S) (Maiden, AKA, etc.) _____

MAILING ADDRESS: _____
(Street/Box number) (City) (State) (Zip)

SOCIAL SECURITY: _____ **DRIVER LICENSE # AND STATE:** _____ / _____

PRIMARY PHONE NUMBER: _____

CHECK THE FOLLOWING BOX IF TRAFFIC EXPUNGEMENT IS WANTED. (FEES APPLY)

A DUI IS NOT A TRAFFIC OFFENSE. CHARGES WILL BE DELETED FROM COURT RECORDS, NOT DRIVER LICENSE FILES.

CHECK THE FOLLOWING BOX IF ACQUITTAL - DOCUMENTATION MUST BE PROVIDED FOR EXPEDITED PROCESSING.

A DISMISSAL IS NOT AN ACQUITTAL.

Pursuant to Utah Code Ann. § 77-40-106(1)(b), a petitioner who intentionally or knowingly provides false or misleading information to the bureau when applying for a certificate of eligibility is guilty of a class B misdemeanor and subject to prosecution under Section 76-8-504.6. A certification of eligibility or an application for expungement may be denied if the petitioner provides false information.

I _____, declare under criminal penalty of the State of Utah that the foregoing is true and correct.
(Name of Petitioner)

(Signature)

(Date)

METHOD OF PAYMENT (Only to be filled out if application is mailed in. Check appropriate box for payment) Application fee is \$65.00

Check, Money Order or Cashier's Check (Payable to "BCI") **There will be a \$20.00 service charge for any returned check.**

Credit Card (cannot use foreign credit cards) must be Visa Master Card Discover AMEX

Fill out the information below to pay by credit card.

*3 or 4 digit control # Exp Date MM/YY

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Cardholder signature: _____ Zip Code Associated with Credit Card: _____

FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. Fingerprint the four fingers of the applicant's right hand simultaneously in the box located in the lower right portion of this form.

OFFICIAL TAKING PRINTS

FINGERPRINTS

Type of identification used: _____
Utah Driving Privilege Cards are not valid ID and will not be accepted

Identification number: _____

Name on ID: _____

Fingerprints taken by: _____
(Print Name)

Agency Name: _____ Badge # _____
(If applicable)

Date Printed: _____

BUREAU USE ONLY AFIS Confirmation _____

SID# _____ R&F _____