

Background Check Procedures

There are three options when running a background check:

1 - Volunteers who have **ONLY** lived in Utah as an adult (18 years old and older) can have a name Bureau of Criminal Identification (BCI) check run. The cost is \$10.00. To conduct this check, send the following information to Carol Ann by e-mail carolann.downs@usu.edu, fax or phone:

Full Name
Date of Birth
Social Security Number

Carol Ann will submit the request on-line and e-mail you the results, usually within two business days.

The next two options are Fingerprint Background Checks. Fingerprints can be obtained at various AFIS Live Scan systems across the state of Utah. If there is not a AFIS Live Scan in your county, you can obtain fingerprints on a paper fingerprint card. You can get those cards from Carol Ann or your local police station.

2 - Volunteers who have **ONLY** lived in the following Western States as an adult (18 years old and older). Utah, Oregon, Idaho, Nevada, Wyoming, Montana, and Alaska will need to conduct a WIN (Western Identification Network) BCI Fingerprint Background check. The costs of these are \$15.00 and takes approximately two weeks if done by scan. It will take up to six weeks if done on paper fingerprint cards.

3. Volunteers who have lived outside the seven western states, including missionaries, since the age of 18, will need to complete a Federal Bureau of Investigation (FBI) Background Check. The cost of this check is \$30.25 and checks all states. It takes approximately two weeks if done by scan and up to six weeks if done on the paper fingerprint cards.

The volunteer must take an AFIS Live Scan billing form with them when they go to get their fingerprints scanned. (No ink. It is done electronically.) This form is available through Carol Ann. There is an additional cost to having fingerprints scanned. It is usually \$10.00.

Please send the volunteer name to Carol Ann so she can watch for the results and know which county they belong to. She will e-mail you the results once posted on the website.