

RIGHT OF ACCESS

POLICY, PROCESS AND PROCEDURE



OBJECTIVES

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- What is a ROA?
- Why become a ROA agency
- How to become a ROA agency
- Contract and waiver
- ROA process
- What files can be run with a ROA
- Who can verify prints
- Federal background checks
- Scenarios

WHAT IS A RIGHT OF ACCESS?

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Right of Access defined, is the legal right of a citizen to view the contents of their own Utah Criminal History



WHY WOULD YOU WANT TO BECOME A ROA AGENCY?

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- Ability to complete your own city employee and volunteer background checks
- Ability to complete background checks for local citizens
- Can save time and money by doing it yourself
- You can charge local citizens & businesses for the service

WHO CAN BECOME A ROA AGENCY?

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HOW TO BECOME A RIGHT OF ACCESS AGENCY

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- You must apply through your field services rep to become an ROA provider
- The application will need a contact for your agency and their contact information as well as if your agency will be offering the ROA services to the public
- You will need to have a contract signed by your agency administrator



HOW TO BECOME A RIGHT OF ACCESS AGENCY

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- The application and waiver that will be signed by the ROA applicant
- Develop a Right of Access policy
- The Policy must include:
- Process of applying & receiving history (must ensure proper identification of recipient: i.e. State issued Driver's License, State ID, etc.)
- Waiver or Application • Fee? (charging everyone? Providing free to city employees/volunteers?)

APPLICATION AND CONTRACT

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Right of Access Provider Information

BCI publishes a list of Right of Access agencies on our website. Please be certain to indicate if you will be offering your service to the general public.

Date of Request:

Please provide the following information for our records:

Agency Information:

Agency Name: <input type="text"/>	ORI: <input type="text"/>
Street Address : <input type="text"/>	
City: <input type="text"/>	Zip Code: <input type="text"/>
*Public Phone Number: <input type="text"/>	Will you offer ROA to the general public? ** YES <input type="checkbox"/> NO <input type="checkbox"/>

*This is the number general public will use to ask questions regarding Right of Access

**Your information will still be on the published list; by checking "NO" we will indicate you do not offer this service to the public.

Agency Contact:

This information will NOT be available to the public; it is for BCI references only.

ROA Contact Name: <input type="text"/>
Contact Phone Number: <input type="text"/>
Contact e-mail address: <input type="text"/>

BCI publishes a list of Right of Access agencies on our website. Please be certain to indicate if you will be offering your service to the general public.

Date of Request: **DDMMYEAR**

Please provide the following information for our records:

Agency Information:

Agency Name:	ORI:
Street <u>Address</u> :	
City:	Zip Code:
*Public Phone Number:	Will you offer ROA <u>to</u> the general <u>public</u>?** YES <input type="checkbox"/> NO <input type="checkbox"/>

*This is the number general public will use to ask questions regarding Right of Access

**Your information will still be on the published list; by checking "NO" we will indicate you do not offer this service to the public.

Agency Contact:

This information will NOT be available to the public; it is for BCI references only.

ROA Contact Name: Deputy Do Right

Contact Phone Number: 711-222-5555

Contact e-mail address: some email@ email email

CONTRACT

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- Right of access contracts are valid for 1 year. Each year a new signed contract will need to be submitted to your FS rep
- A new contract must be submitted if your administration changes
- New contracts are due June 30th every year (the same cycle as your ORI validation and Agency user agreement)



Right of Access Provider Contract Agency Terms & Conditions

Agency Name: Springfield Police Department

Agency ORI: UT0030722

By signing below, this agency agrees to operate Right of Access (ROA) according to these terms and conditions as set forth by Utah Code Ann §53-10-108, Utah Administrative Rule R722-900-7 and Utah Bureau of Criminal Identification (BCI) Policy.

1. Each ROA applicant must sign and date the ROA Provider Waiver requesting his or her Utah Criminal History Record and agree to the terms outlined in the waiver.
 - a. ROA applicants must appear in person and present valid, government-issued, photo identification.
 - b. Each Utah Criminal History Record provided through ROA is only valid on the date it is printed and is not verified by fingerprints.
 - c. A new ROA Provider Waiver must be signed and dated for each ROA query.
2. This agency designates the following positions authorized to perform ROA queries:
 - a. Records Manager: Lisa Simpson
 - b. _____
 - c. _____
 - d. _____
 - e. _____
3. Individuals authorized to perform ROA queries shall comply with the following guidelines when accessing the Utah Criminal History files and arrest warrant information (SWW & NCIC warrants):
 - a. Utah Criminal History and any warrant information may only be released to the individual named on the ROA Provider Waiver and/or for the purpose indicated, and may not be faxed or emailed.
 - b. Use Purpose Code (P) in the Purpose Code field.
 - c. Use the applicant's name as the "Requestor" in the requestor field.
 - d. Use "Right of Access" in the Auditing Purpose field.
 - e. The Utah Driver License file may be checked to verify identification only, and may not be printed or retained on file.
 - f. NCIC & Statewide warrants may be checked; however,
 - i. Warrants MUST NOT be printed or retained on file.
 - ii. Only the following warrant information may be disseminated to the ROA applicant:
 1. The name of the issuing agency where the warrant originated (may include city/state on NCIC warrants); and
 2. The case number on the outstanding warrant(s).
 - iii. The following information MUST NOT be disseminated from any warrant:
 1. The offense on the warrant
 2. Bail amount; and/or
 3. Any other information from the warrant
 - iv. An Agency may disseminate information on its own warrants according to its policies and procedures (i.e. If you see a warrant your agency issued, you may disseminate information according to your own policy).
 - g. Users will NOT access Interstate Identification Index (III) or NLETS files for ROA queries.
4. According to Utah Code Ann. §53-10-108: Any criminal history record information obtained from BCI files may be used only for the purposes for which it was provided and may not be further disseminated.

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- a. It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose or disseminate information contained or accessed in division files for a purpose prohibited by statute, rule, regulation or policy of a governmental entity.
 - b. A person who discovers or becomes aware of any unauthorized use of records contained or accessed in division files shall inform the commissioner and the director of BCI of the unauthorized use.
5. Completed ROA Provider Waivers shall be kept on file at the provider agency for a period of at least three years and shall be submitted to BCI, as requested, during the regular audit process.
 6. Please indicate the scope of this contract and fee structure below (i.e. from whom will you accept waivers? How much, if anything, will you charge?).

Please Check ALL that Apply and Complete the Related Fee Structure:

✓	Scope to Include:	NO FEE	FEE Amount
<input checked="" type="checkbox"/>	Current/Prospective Non-Criminal Justice Employees (This Agency ONLY)	<input checked="" type="checkbox"/>	\$
<input type="checkbox"/>	Current/Prospective Non-Criminal Justice Employees (Courtesy to related/surrounding municipal agencies)	<input type="checkbox"/>	\$
<input type="checkbox"/>	Municipal Services (City/County/State)	<input type="checkbox"/>	\$
<input checked="" type="checkbox"/>	Volunteers (City/County/State)	<input checked="" type="checkbox"/>	\$
<input type="checkbox"/>	Volunteers (Private Organizations)	<input type="checkbox"/>	\$
<input checked="" type="checkbox"/>	Citizens interested in obtaining a copy of their own Utah Criminal History	<input type="checkbox"/>	\$25.00
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	\$

Each party is responsible for its own wrongful or negligent acts which it committed or is committed by its agents, officials, or employees. No party waives any defenses otherwise available under the Governmental Immunity Act of Utah.

This contract is valid through June 30, 2022. A new Right of Access Provider Contract must be submitted to BCI should this agency receive a new administrator prior to June 30, 2022. This contract may be terminated by this agency at any time by written notice. This contract may be terminated by BCI at any time with thirty (30) days written notice or upon failure of this agency to comply with any of the above stated terms and conditions.

Signed:

Agency Administrator Name:

Chief Wiggum

(Please Print)

Chief Wiggum

03/07/2022

Agency Administrator Signature

Date

[Signature]

May 1, 2022

BCI Representative Signature

Date



Right of Access Provider Contract Agency Terms & Conditions

Agency Name: BUMBLE BEE POLICE

Agency ORI: UT0000000

By signing below, this agency agrees to operate Right of Access (ROA) according to these terms and conditions as set forth by Utah Code Ann §53-10-108, Utah Administrative Rule R722-900-7 and Utah Bureau of Criminal Identification (BCI) Policy.

1. Each ROA applicant must sign and date the ROA Provider Waiver requesting his or her Utah Criminal History Record and agree to the terms outlined in the waiver.
 - a. ROA applicants must appear in person and present valid, government-issued, photo identification.
 - b. Each Utah Criminal History Record provided through ROA is only valid on the date it is printed and is not verified by fingerprints.
 - c. A new ROA Provider Waiver must be signed and dated for each ROA query.

2. This agency designates the following positions authorized to perform ROA queries:
 - a. RECORDS CLERK BOOBOO BEAR
 - b. RECORDS MANAGER CINDI BEAR
 - c. _____
 - d. _____
 - e. _____

Please Check ALL that Apply and Complete the Related Fee Structure:

√	Scope to Include:	NO FEE	FEE Amount
<input type="checkbox"/>	Current/Prospective Non-Criminal Justice Employees (This Agency ONLY)	<input type="checkbox"/>	\$
<input type="checkbox"/>	Current/Prospective Non-Criminal Justice Employees (Courtesy to related/surrounding municipal agencies)	<input type="checkbox"/>	\$
<input type="checkbox"/>	Municipal Services (City/County/State)	<input type="checkbox"/>	\$
<input checked="" type="checkbox"/>	Volunteers (City/County/State)	<input checked="" type="checkbox"/>	\$
<input checked="" type="checkbox"/>	Volunteers (Private Organizations)	<input type="checkbox"/>	\$ 20.00
<input checked="" type="checkbox"/>	Citizens interested in obtaining a copy of their own Utah Criminal History	<input type="checkbox"/>	\$ 20.00
<input type="checkbox"/>	Other:	<input type="checkbox"/>	\$

Each party is responsible for its own wrongful or negligent acts which it committed or is committed by its agents, officials, or employees. No party



ROA FEES UTAH CODE 63J-1-504

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- Per Utah Code 63J-1-504
- Each agency shall adopt schedule of fees assessed for service provided by the fee agency that are:
- Reasonable, fair and reflect the cost of services provided

Some fees agencies charge for the public for a ROA service varies. \$10, \$15 and \$25

conditions.

Signed:

Agency Administrator Name:

CHIEF WIGGIN

(Please Print)

Agency Administrator Signature

DMYEAR

Date

BCI Representative Signature

Date

APPROVAL

It is signed by the BCI director and sent back to the agency.

Must be kept on file for an agency audit.

RIGHT OF ACCESS PROVIDER APPROVAL

Agency:

Congratulations! Your request to participate as a Right of Access Provider has been approved through June 30, 2019.

You must use the provided applicant waiver. Your ROA contract and waiver will be kept on file at BCI and you may not edit either for personal agency specifications. All signed applicant waivers must be kept on file at your agency for a period of at least three years and made available to BCI during the audit process. If you wish to terminate this agreement or make any changes to it, prior to its expiration date, please submit a written request to BCI Field Services.

If you should have any questions or concerns, please contact the Field Services section at BCI.

Approved by:

DATE

WAIVER

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Right of Access Provider Waiver

INSERT AGENCY NAME – Remove Highlight

Request to Obtain a Copy of My Utah Criminal History Record

I, the undersigned, am requesting a copy of my Utah Criminal History Record. I understand this record is protected by law (Utah Code Ann. §53-10-108) and may only be released to me by this agency if I appear in person with valid photo identification. This agency is not authorized to retain a copy of this record without my expressed permission.

Please Print Clearly:

NAME: _____ <small>(Last) (First) (Middle)</small>			Date of Birth: ____ / ____ / ____ <small>(Month) (Day) (Year)</small>		
Previously Used Name(s) (Maiden, Alias, etc): _____					
Physical Address: _____ <small>(Street) (City) (State) (ZIP)</small>					
Social Security #: _____		Driver License Number: _____ State: _____			

Initials	Please Initial the Box which MOST applies:
	I wish to obtain a copy of my Utah Criminal History Record to take with me today. This agency may NOT retain a copy for any purpose.
	I authorize a release of my Utah Criminal History record, or any part thereof, by and to any duly authorized agent of this agency to accompany my employment, volunteer, licensing, permit application, or other expressed purpose approved by me today. Any information discovered may be used to consider my suitability for the purpose of my application.

I understand these results are not verified by fingerprints and are only valid on the date printed on this record. If I wish to challenge the completeness or accuracy of this record, I must submit a completed *Application to Challenge Criminal History Records* with fingerprints directly to the Bureau of Criminal Identification (BCI) where I may be subject to additional fees (R722-900-6).

I understand this waiver may be kept on file at this agency for a period of at least three years and is subject to review by BCI auditors, whether or not I choose to release my record to this agency today. I agree to indemnify and hold harmless BCI, this agency, elected officials, officers, employees, agents, and volunteers associated with this application process from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

A photocopy or electronic copy of this waiver is a valid representation of my original signature and is considered legal and binding just as the original writing of my signature.

Applicant Signature: _____ Date: _____

For Office Use ONLY:

Identification Verified: _____ Criminal History Completed By: _____ Date: _____
(Initials) (Signature)

I understand these results are not verified by fingerprints and are only valid on the date printed on this record. If I wish to challenge the completeness or accuracy of this record, I must submit a completed *Application to Challenge Criminal History Record* with fingerprints and I must do so directly to the Bureau of Criminal Identification (BCI) where I may be subject to additional fees (R722-900-6).

I understand this waiver may be kept on file at this agency for a period of approximately three years and is subject to review by BCI auditors, whether or not I choose to release my record to this agency today. I agree to indemnify and hold harmless BCI, this agency, elected officials, officers, employees, agents, and volunteers associated with this application process from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

A photocopy or electronic copy of this waiver is a valid representation of my original signature and is considered legal and binding just as the original writing of my signature.

√	Please Check the Box which MOST applies:
	I wish to obtain a copy of my Utah Criminal History Record to take with me today. This agency may NOT retain a copy for any purpose.
	I authorize a release of my Utah Criminal History record, or any part thereof, by and to any duly authorized agent of this agency to accompany my employment, volunteer, licensing, permit application, or other expressed purpose approved by me today. Any information discovered may be used to consider my suitability for the purpose of my application.

(AGENCY NAME)

Application for Utah Criminal History Records Review

-NAME _____ DATE OF BIRTH _____
(Last, First Middle)

-PREVIOUSLY USED NAMES (Maiden, AKA, Etc) _____

-ADDRESS _____
(Street) (City) (State) (Zip)

-SOCIAL SECURITY NUMBER _____ SEX ___ RACE ___

-HEIGHT ___ WEIGHT ___ EYE COLOR ___ HAIR COLOR ___

*****WAIVER OF LIABILITY*****

I, _____ am the subject of the requested background check and hereby release **Agency Name** from any liability in the event that the requested documents are viewed by anyone other than myself. I understand that the background check and documents is only valid for the date it is issued.

SIGNED _____ DATED _____

Agency Name OFFICE USE ONLY

SID# _____ OR NO RECORD
FOUND _____

FORM OF ID AND # _____

R

APPLICATION FOR CRIMINAL HISTORY RECORD

Utah Department of Public Safety • Bureau of Criminal Identification
3888 West 5400 South, Taylorsville, Utah 84129 - Telephone: (801)965-4445

Rev 06-27-2022

WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN BLACK INK. Your application will not be processed unless all sections of this form are filled out completely. **You need to send a photocopy of your valid government issued picture ID and \$15.00 fee.**

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

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

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

PHYSICAL ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE NUMBER: _____ **DAYTIME PHONE NUMBER:** _____

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

PHYSICAL DESCRIPTION: HGT/ _____ WGT/ _____ EYE COLOR/ _____ SEX/ _____ RACE/ _____

I hereby declare that I am the person listed above and am entitled to my criminal record as provided by Utah Code Ann. § 53-10-108(9)(a). The information contained in this written statement is true and correct to the best of my knowledge and I understand that any false statements I make that I do not believe to be true may subject me to criminal punishment as a class B misdemeanor pursuant to Utah Code Ann. §76-8-504.

Signature of applicant: _____ **Date:** _____

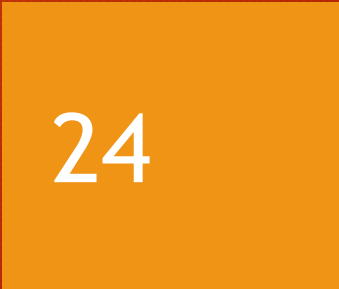
FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. Fingerprint the four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

This Area must be completed by OFFICIAL TAKING PRINTS
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 # _____ Date Printed: _____
(If applicable)

FINGERPRINTS

BUREAU USE ONLY AFIS Confirmation _____
SID# _____ R&F _____

METHOD OF PAYMENT (Only to be filled out if application is mailed in. Check appropriate box for payment)
 Check, Money Order or Cashier's Check (Payable to "BCT") *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
□□□□ □□□□ □□□□ □□□□ □□□□ □□□□ □□□□
Cardholder signature: _____ **Name on Credit Card:** _____



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ROA PROCESS

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- The individual must show proper government ID
- A waiver form must be completed
- Pay a fee if applicable by your agency contract
- If the individual is challenging a criminal history they will need to go the BCI to do that
- A fee may be charged at BCI

VALID IDENTIFICATION

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- Non-expired drivers license from any state or country identification card from any state or country
- Passport or Passport card
- Permanent resident alien card (green card) or consulate card
- Military ID, Employment authorization Documents (EAD) and Border Crossing Card



What are acceptable forms of invalid/expired ID?

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A combination of 2 of any of the following may be used as acceptable identification:

- A punched drivers license
- Temporary identification issued by another state without photo
- Expired drivers license
- Driving privilege card or prison id



What are acceptable forms of invalid/expired ID?

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- Expired identification card
- Birth certificate
- Expired consulate card, expired passport or expired passport card
- Social security card
- School identification or work identification card
- Concealed firearm permit

IMPROPER IDENTIFICATION

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- Utah Driving Privilege Cards. Driving Privilege Cards state on them that they are not to be used as ID
- School ID or work ID
- Concealed firearm permit
- Social security card
- Birth certificate



ADDITIONAL INFORMATION

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A list of acceptable and unacceptable identification can be located on the BCI website at <https://bci.utah.gov/forms/acceptable-forms-of-identification>

ROA PROCESS

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- Purpose Code (P)
- Auditing purpose (be specific, can be “ROA”)
- Requestor (ROA Applicant)
- RAP sheet is valid for date printed
- Disputes must be taken to BCI

WHAT FILES CAN I RUN FOR A ROA?

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- UCH only
- NCIC and SWW may be checked for warrant only
- Warrants must not be printed
- III, NLETS and Juvenile files are never to be accessed for a ROA


THIRD PARTY REQUESTS

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- If the individual has a third party waiver you can supply the background check to that third party instead of the individual
- Example is this would work for those who do ROA's for city employees

EXAMPLE OF A THIRD PARTY RELEASE FORM

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	THIRD PARTY RELEASE FORM Utah Department of Public Safety • Bureau of Criminal Identification 3888 West 5400 South, Taylorsville, Utah 84129
WHEN FILLING OUT THIS FORM, TYPE OR PRINT IN BLACK INK. If you wish to have your criminal history record or certificate of eligibility sent to an individual other than yourself, you must indicate the name of the person or agency to whom you would like the document sent and the mailing address.	
NAME: _____ (Name of Person to Receive Report)	
AGENCY: _____ (if applicable)	
MAILING ADDRESS: _____ (Street/Box number) (City) (State) (Zip)	
PHONE NUMBER: _____	EMAIL ADDRESS: _____ <small>EMAIL IS FOR EXPUNGMENT APPLICATIONS ONLY</small>
I request that the criminal history record or certificate of eligibility for which I applied be released to the individual or agency indicated above at the listed address. I hereby release the Bureau of Criminal Identification from any liability resulting from such release.	
Name of applicant (Print): _____	
Signature of applicant: _____	Date: _____

REASONS FOR REQUESTING A RIGHT OF ACCESS?

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- Employment opportunity
- Crossing guard
- Librarian
- Coaching/recreational facility
- Firefighter/EMT
- Travel (may require a Utah Criminal History check)
- For rental purposes
- Personal reason/curiosity

COMMON NAMES?

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- Use discretion with common names
- Make sure the identification is valid and the date of birth matches
- If you question a common name with several dates of birth or even some with a same birth you can send them to BCI



WHO CAN VERIFY PRINTS?

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CHALLENGING A UTAH RECORD

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- Individuals that may express they want to challenge what is on their Utah criminal history will need to be directed to the BCI office
- Additional fees will apply for this
- BCI are the only ones that can verify prints to make sure it is the proper individual
- BCI has a records challenge process
- Information can be found at <https://bci.utah.gov/criminal-history-records>

FEDERAL REQUESTS FOR CRIMINAL HISTORY

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CRIMINAL HISTORIES FROM ANOTHER STATE

FEDERAL RECORD REQUESTS

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- Information is available at <https://bci.utah.gov/criminal-records>
- It will give you instructions on how to obtain a Copy of Your FBI Record
- Fingerprint process
- Fees that will be charged
- Time frame to receive the criminal history
- Frequently asked questions

FEDERAL PROCEDURES

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- Complete Applicant Information Form
- Fingerprints (original card, no copies) - Fingerprints
- Reason fingerprinted block must say “Personal Records Check”
- Fee of \$18 - Note: No cash, personal checks, or business checks will be accepted

FEDERAL PROCESS

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- Mail required items
FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306
- Allow the FBI up to 13 weeks for processing upon receipt of your application

10 PRINT CARD

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Reason for being fingerprinted should state “Personal Records Check”
Make sure the fingerprint card is fully filled out

LEAVE BLANK		CRIMINAL	(STAPLE HERE)				LEAVE BLANK			
SID: AORI: UT0291100		STATE USAGE MFL RECORD <input type="checkbox"/>		APPROXIMATE CLASS <input type="checkbox"/>		AUP/SEIN <input type="checkbox"/>		SCAR <input type="checkbox"/>		
CASE-NUM: TCN: UT31181612		LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX BEAR, YOGI								
SIGNATURE OF PERSON FINGERPRINTED		SOCIAL SECURITY NO. 111111111		LEAVE BLANK						
ALIAS/MAIDEN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX		LEAVE BLANK								
FBI NO.	STATE IDENTIFICATION NO.	DATE OF BIRTH MM DD YY 03-01-1955		SEX M	RACE W	HEIGHT 604	WEIGHT 323	EYES BRO	HAIR BRO	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
idx TP5750ED 010001				Lexmark 7632 - 991T3N 11/19/2014 2:49 PM						
LEFT FOUR FINGERS SHOWN SEPARATELY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS SHOWN SEPARATELY		



ROA AND THE BCI WEBSITE

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- Your agency will be listed on the BCI website under ROA Agencies
- The public will be able to view an agency in their area that offers the ROA service
- The website is updated as needed
- It is located at bci.utah.gov

RIGHT OF ACCESS LIST

BCI Home

Utah AMBER Alert and Endangered Missing Advisory

Bail Enforcement Licensing

Concealed Firearm Permits

Criminal Records

Employment/Volunteer Background Checks

Expungements

Fingerprint Services for the Public

Brady Firearm Transfers

Missing Persons

Cold Cases

UCJIS User Training

Utah Crime Statistics

Private Investigator Licensing

Forms & Applications

Contact Criminal Identification

News

Suicide Prevention Information

Sexual Assault Kit Initiative (SAKI)



RIGHT OF ACCESS LIST

Acceptable Forms of Identification

Bail Enforcement Applications

Concealed Firearm Permit Applications

Concealed Firearm Permit Instructor Applications

Criminal History Records Forms

Employment/Volunteer Background Check Forms

Expungement Forms and Applications

GRAMA Request Form

Right of Access Agencies List

Private Investigator Applications



RIGHT OF ACCESS LIST

Acceptable Forms of Identification

Bail Enforcement Applications

Concealed Firearm Permit Applications

Concealed Firearm Permit Instructor Applications

Criminal History Records Forms

Employment/Volunteer Background Check Forms

Expungement Forms and Applications

GRAMA Request Form

Right of Access Agencies List

Private Investigator Applications

Right of Access Agencies List

The agencies on this form have the ability to provide members of the public copies of their own Utah criminal histories. You may only obtain a copy of your own Utah criminal history, and not the histories of other individuals. Please contact the agency first to learn more about their policies, procedures, fees, and hours of operation.

[Right of Access Agency List](#)

Download

The following agencies are approved to provide Utah Criminal History Right of Access.

As each agency's policies are different, **initial contact by telephone is recommended**. Agencies highlighted indicate service is available to the general public.

Agency	Service Available to General Public	Street Address	City	Phone
American Fork Police Department		75 East 80 North	American Fork	(801) 763-3020
Beaver County Sheriff's Office	X	2270 South 525 West	Beaver	(435) 438-2862
Bountiful Police Department		805 South Main	Bountiful	(801) 298-6000
Box Elder County Sheriff's Office		52 South 1000 West	Brigham City	(435) 734-3800
BYU Police Department	X	2120 JKB PO Box 26201	Provo	(801) 422-2222
Cache County Sheriff's Office	X	1225 West Valleyview Drive	Logan	(435) 755-1000
Clearfield Police Department	X	55 South State Street	Clearfield	(801) 525-2806
Daggett County Sheriff's Office	X	590 South Sheriff's Way	Manila	(435) 784-3255
Draper Police Department	X	1020 East Pioneer Road	Draper	(801) 576-6300
Duchesne County Sheriff's Office	X	21554 West 9000 South	Duchesne	(435) 738-2015
Enoch Police Department	X	900 East Midvalley Road	Enoch	(435) 586-1119
Farmington Police Department		286 South 200 East	Farmington	(801) 451-5453
Harrisville Police Department		363 West Independence Boulevard	Harrisville	(801) 782-4100
Iron County Sheriff's Office	X	2131 North Main Street	Cedar City	(435) 867-7500

EXAMPLE OF RUNNING A ROA

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Multiple Transaction Query

Originating Agency Identifier

ORI: *

UTBCI0000-UT BUREAU OF CRIM IDENT

Photo Wanted

NONE ONE MULTIPLE

Requestor Information

Audit Purpose:

P - RIGHT OF ACCESS

Requestor:

YOGI BEAR

Audit Reason:

ROA

Pre-Fill By Social Security or Operator License Number

[View Search Instructions](#)

SSN:

123456789

 Lookup

License Number:

123456789

Query

By Name

Last Name: *	<input type="text" value="BEAR"/>	First Name: *	<input type="text" value="YOGI"/>
Middle Name:	<input type="text" value="ENTER MIDDLE NAME"/>		
Date of Birth:	<input type="text" value="01/01/1950"/>		
Sex:	<input type="text" value="MALE"/>	Race:	<input type="text" value="UNKNOWN"/>
State:	<input type="text" value="UT - UTAH"/>		

Transactions to Run

Check All Clear All

- | | |
|---|---|
| <input checked="" type="checkbox"/> Driver's License - UTAH (DLQ) | <input checked="" type="checkbox"/> Criminal History - UTAH (CHQ) |
| <input type="checkbox"/> Drivers License - NLETS (DQ) | <input type="checkbox"/> Criminal History - NLETS (IQ) |
| <input checked="" type="checkbox"/> State Wide Warrants (QSW) | <input type="checkbox"/> Criminal History - III (QH) |
| <input checked="" type="checkbox"/> Query Wanted - NCIC (QW) | <input type="checkbox"/> Offender Inquiry- UTAH (OTRK) |
| <input type="checkbox"/> Juvenile History - UTAH (JUV) | <input type="checkbox"/> Protective Order - UTAH (PO) |
| <input type="checkbox"/> Motor Vehicle - UTAH (MVQ) | |
- Regular Name Search Expanded Name Search

NO VALID DRIVERS LICENSE

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Drivers License Query Results
Created by gmcneilt on 07/27/2022 10:59:15

Last Name	First Name	Middle	AKA	DOB	License #	ID Type
BEAR	YOGI	CINDY		06-06-1978	190026385	DL
BEAR	YOGI			06-12-1952	172443851	DL
BEAR	YOGI			05-05-1992	190106062	DL
BEAR-ALIAS	YOGI	ALIAS	Y	06-06-1978	190026385	DL

Criminal History Query Results
Created by gmcneilt on 07/27/2022 09:56:37

Last Name	First Name	Middle	DOB	AKA	SID #
BEAR	YOGI		01-15-1919	Y	321323
BEAR	YOGI		03-07-1920	Y	321323
BEAR	YOGI		02-17-1922	Y	321323
BEAR	YOGI		02-19-1922	Y	321323
BEAR	YOGI		01-01-1923	Y	321323
BEAR	YOGI		06-25-1931	Y	321323
BEAR	YOGI		04-09-1942	Y	321323
BEAR	YOGI		05-17-1948	Y	321323
BEAR	YOGI		06-17-1948	Y	321323
BEAR	YOGI		01-01-1950	Y	321323
BEAR	YOGI		02-11-1950	Y	321323
BEAR	YOGI		02-28-1950	Y	321323
BEAR	YOGI		03-01-1950	Y	321323
BEAR	YOGI		02-01-1952	Y	321323
BEAR	YOGI		06-12-1952	Y	321323
BEAR	YOGI		03-01-1955	Y	321323
BEAR	YOGI		08-18-1958	Y	321323
BEAR	YOGI		02-28-1963	Y	321323
BEAR	YOGI		10-10-1965	Y	321323
BEAR	YOGI		08-08-1966	Y	321323
BEAR	YOGI		04-27-1969	Y	321323



CRIMINAL HISTORY QUERY

REQUESTER ORI	REQUESTER USER ID	REQUESTED FOR	PURPOSE CODE	AUDITING PURPOSE	FORMAT
UTBCI0000	gmcneilt	YOGI BEAR	P	ROA	



UTAH CRIMINAL HISTORY RECORD

7/27/2022 9:58

THIS RECORD IS PROVIDED FOR OFFICIAL USE ONLY, AND MAY BE USED ONLY FOR INDIVIDUAL RIGHT OF ACCESS PURPOSES. USE OF THE INFORMATION CONTAINED IN THIS RECORD IS GOVERNED BY STATE AND FEDERAL LAWS AND REGULATIONS. MISUSE OF ANY PART OF THIS RECORD IN ANY FORM, INCLUDING RELEASE TO UNAUTHORIZED AGENCIES OR INDIVIDUALS, MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES (CLASS B MISDEMEANOR FOR VIOLATION OF UCA 53-10-108).

THIS RESPONSE IS BASED UPON FINGERPRINT-SUPPORTED CRIMINAL HISTORY INFORMATION IN THE FILES OF THE UTAH CRIMINAL IDENTIFICATION BUREAU ON THIS DATE. SINCE THE BUREAU'S FILES ARE REVISED AS NEW INFORMATION IS RECEIVED, PLEASE REQUEST AN UPDATED RECORD FOR ANY SUBSEQUENT NEEDS. IF EXPLANATION OF ANY INFORMATION IS NEEDED, PLEASE CONTACT THE CONTRIBUTING AGENCY.

THIS IS UTAH'S PORTION OF A MULTISTATE RECORD. ADDITIONAL CRIMINAL HISTORY RECORD INFORMATION IS INDEXED IN NCIC-III FOR OTHER STATE OR FEDERAL OFFENSES. (7/27/2022)

IDENTIFICATION

STATE IDENT. NO. (SID)
321323

CAUTIONS:
ALCOHOLIC

HEART CONDITION

FLAGS:
CONVICTED OF A FELONY

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IDENTIFICATION

STATE IDENT. NO. (SID)

321323

CAUTIONS:

ALCOHOLIC
HEART CONDITION

FLAGS:

CONVICTED OF A FELONY

CORRECTIONS OFFENDER ID:

DECEASED STATUS:

DECEASED: YES
REPORTED ON 4/15/2021 BY UT0010000

NAME:

BEAR, YOGI B

DOB:

3/1/1955

ALIAS NAMES:

ADAMS, GRIZZLY , SUF
ALLRED, QUENTIN AUSTIN
ALLRED, QUENTIN C
ALLRED, QUINTON
BEAR, BLACKIE
BEAR, HONEY
BEAR, YOGI
BEAR, YOGI BOOBOO
BEAR, YOGI HONEYBOOBOO
BEAR, YOGI THE
BEAR, YOGI
BEAR, YOGI
BEAR, YOGI
BEAR, YOGIE
BLACK, YOGI BEAR
BLACKBEAR, YOGI
BUTERFIELD, ARVILE K
BUTTERFIELD, ARVIL K
BUTTERFIELD, ARVILLE KENNETH
BUTTERFIELD, ARVILLE
BUTTERFIELD, ARVILLE KENNEHT
BUTTERFIELD, ARVILLE KENNETH
BUTTERFIELD, ORVILLE
BUTTERFIELD, ORVILLE KENNETH

ALIAS DOBS:

3/7/1920
1/15/1919
6/25/1931
2/19/1922
5/17/1948
2/17/1922
2/1/1952
1/1/1923
6/17/1948
2/11/1950
4/9/1942
3/1/1950
2/28/1950
6/12/1952
1/2/1994
9/30/1975
5/22/1999
2/28/1963
9/12/1971
4/26/1996
1/27/1969
3/7/1987
8/18/1958
1/6/1987

WARRANT

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Warrant

Warrant Status: **ACTIVE**

Offense:
Statute: **76-5-405**

Warrant Number: **246813579**

Bail:
Court: **UT BUREAU OF CRIM IDENT**

Issue Date: **02/25/2020**

Originating Agency: **UT BUREAU OF CRIM IDENT**

Mandatory Appearance: **YES**

Procedure: **PROCEDURE - * FELONY - CHECK NCIC * ARREST AND NOTIFY ORIG AGENCY ABOVE**

Warrant Comments:
NONE

Service Information:
NONE

Class: **F1**

Agency: **BCIFS**

Warrant Type: **ARREST**

Expiration Date: **02/25/2120**

Last Service Status:

OTN:

Court Case #: **10001110101**

Agency Case #:

Transportation: **HOLD FOR TRANSPORT STATEWIDE**

DV:
Violation Date: **02/25/2020**

Judge: **UNKNOWN**

Add Warrant Comment

Serve Warrant

SCENARIOS

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SCENARIO

58

- Can a juvenile ask for a ROA?
- Yes they can. A juvenile will only have a Utah criminal history if they have been charged as an adult



SCENARIO

59

- Can I run a juvenile record just for that as well as the UCCH, SWW and NCIC QW?
- No you can not run a juvenile transaction
- If they are asking for a juvenile record you will direct them to the juvenile court

- If an individual applying for a ROA has a statewide warrant what can I tell them?
- Can I give them a copy of the warrant?



SCENARIO

61

You can only give them the court and case number but you **CAN NOT** print a copy of the warrant for them

The following information **MUST NOT** be disseminated from any warrant:

1. The offense on the warrant
2. Bail amount
3. Any other information from the warrant

PUBLIC WARRANT WEBSITE - BCI.UTAH.GOV

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Featured Services



NEW Crime in Utah Dashboards



Renew Your Permit or Instructor Certification



Update your Concealed Firearm Permit Address



Obtain a Copy of Your Criminal History



Check your Utah Warrants



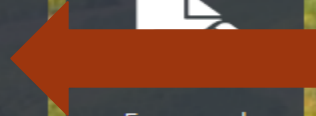
Forms and Applications



Schedule Your Fingerprinting Appointment



Silver Alert



- BCI Home
- Concealed Firearm Permits
- Expungements
- Missing Persons
- Utah Crime Statistics
- Contact Criminal Identification

- Utah AMBER Alert and Endangered Missing Advisory
- Criminal Records
- Fingerprint Services for the Public
- Cold Cases
- Private Investigator Licensing
- News
- Sexual Assault Kit Initiative (SAKI)

- Bail Enforcement Licensing
- Employment/Volunteer Background Checks
- Brady Firearm Transfers
- UCJIS User Training
- Forms & Applications
- Suicide Prevention Information

SCENARIO

63

- Can I run drivers license and/or NLETS to verify if a license is valid and not expired?
- How do I verify a Green card or passport validity with?

SCENARIO

64

- Yes you can run a Utah drivers license or NLETS to confirm it is valid
- To confirm a Green card or passport you will need to contact Immigration and Customs Enforcement (ICE)

SCENARIO

65

- Can we accept a third party waiver from an individual getting their ROA?
- Where do I get a copy of a third party waiver?

SCENARIOS

66

- Yes you can accept a third party waiver form from an individual
- You will create a third party waiver form for your agency

SCENARIO

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- When running a ROA for an individual and there is a warrant and/or an NCIC want.
- Can our agency act on those and arrest the individual?

SCENARIO

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- The answer is yes. Your agency can act on a warrant and/or NCIC want
- Most agencies have a policy on what they will and will not arrest on





AGENCY AUDIT PAPERWORK

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- Keep applications/waivers for 3 years
- Will be highlighted in red
- Waiver sent in with audit paperwork
- Purpose code (P)
- Auditing purposes (ROA)
- Requestor (individual requesting the ROA)

REMINDERS

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- Approved ROA provider
- Purpose code P
- Audit reason
- Requestor is the one applying for the ROA
- Contracts valid for 1 year (due June)
- Waivers (keep for a complete audit cycle)

QUESTIONS?

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