



# UCJIS NON-USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **NON-USER** means a person working for or with an agency who does not have direct access to UCJIS but has **unescorted or unrestricted** access to locations containing UCJIS records or a computer with UCJIS access.

## UCJIS SECURITY STATEMENT

**Dissemination, Privacy, and Security of UCJIS Information:** Information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI as well as the State of Utah. Dissemination, along with the privacy and security of any information acquired from UCJIS, is for criminal justice purposes only. This information is only to be used for criminal justice purposes and criminal justice employment. Printed UCJIS information is to be physically destroyed (shredded or burned) when no longer needed. Per the Administrative Office of the Courts (AOC), local agencies may NOT generate a hard copy of a juvenile’s rap sheet or record summary.

**Misuse of UCJIS information:** Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved. BCI maintains an automated dissemination log of all UCJIS transactions to help ensure UCJIS information is being accessed for authorized purposes. Any unauthorized request or receipt of UCJIS information may be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

**(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.**

**Criminal Background Checks:** All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

## UCJIS NON-USER SECURITY AGREEMENT

I, \_\_\_\_\_, have read, understand, and agree to abide by the *UCJIS Non-User Security Agreement*.

Signature: \_\_\_\_\_ Non-User ID: \_\_\_\_\_

Date: \_\_\_\_\_ Agency ORI: \_\_\_\_\_ Agency Name: \_\_\_\_\_

This agreement needs to be signed before unescorted or unrestricted access is granted.  
This form does not need to be signed for biennial re-certification.

**Please submit this signed agreement to your BCI Field Services representative or [bcifs@utah.gov](mailto:bcifs@utah.gov) per Utah Administrative Rule R722-900-4.**