Department *of* Public Safety

APPLICATION INSTRUCTIONS FOR BOARD OF PARDONS

Enclosed is an Application for Board of Pardons. 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. Provide a copy of your valid government-issued photo ID; 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:** If you do not have a government-issued ID, go to the following link https://bci.utah.gov/forms/acceptable-forms-of-identification/ to see "Other acceptable forms of ID".
   FINGERPRINTS ARE REQUIRED

3. The application fee is $65.00 and non refundable. 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.**

4. **Please attach all pardon orders to your application.**

5. Mail the application, fee and release form (if applicable) to:

   UTAH BUREAU OF CRIMINAL IDENTIFICATION
   4315 South 2700 West, Suite 1300
   Taylorsville, Utah 84129

Or you can SCAN and email your application to our expungement section email at:

bciexpungements@utah.gov

NOTE - The Board of Pardons application **MUST** be completely filled out. All payment information along with fingerprints, and pardon order(s) **MUST** be with the application. **DO NOT** take a picture of your application and email it. That will not be accepted. You **MUST** scan your application, and other documents, and attach them in the email.

Once your application and final pardon orders have been processed, you will receive a letter to the address you provide on the application. The letter will indicate that your pardon orders have been completed and the charges expunged.

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APPLICATION FOR BOARD OF PARDON EXPUNGEMENT

Utah Department of Public Safety • Bureau of Criminal Identification
4315 South 2700 West, Suite 1300, Taylorsville, Utah 84129

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 and accompanied by a **$65.00** non refundable application fee.

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

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

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

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

PHONE NUMBER:_____ **GENDER:**_____

Pursuant to Utah Code Ann. § 77-40a-301(2)(a) , 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 under 77-40a-301(2)(b)

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

Executed on: _____ _____
(*Date*) (*Signature*)

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

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 _____

FINGERPRINTS (REQUIRED)

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

PRINT NAME *as it appears on the card*:_____ Zip code: _____

Cardholder signature:_____ Date:_____

☐ Check, Money Order or Cashier's Check (Payable to "Utah Bureau of Criminal Identification" in the amount of $65.00)
☐ Credit Card ☐ Visa ☐ Master Card ☐ Discover ☐ American Express

Credit Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ * 3 or 4 digit control # ☐☐☐☐ Expiration Date ☐☐☐☐