State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM INSTRUCTOR

INSTRUCTIONS

A complete criminal background check will be conducted on all applicants. (Instructors must be of good character as defined in section 53-5-704 UCA and must be eligible to possess firearms under state and federal law.)

FEES: Fees are non-refundable
Instructor Application $50.00: An instructor's certification is valid for three years from the date of issue.
Renewal Application $25.00: Renewal certification is valid for three years from date of issue.

Each applicant for certification or renewal as a Utah Concealed Carry Instructor **MUST** attend a course of instruction provided by the Bureau of Criminal Identification and pass a certification test before certification or renewal can be issued.

The required course will be provided at least twice yearly; it is the applicant's responsibility to make all necessary arrangements to attend.

WHAT MUST ACCOMPANY THE APPLICATION

- **Utah Concealed Carry Instructor Course Certificate and one other instructor certification listed below**
  - N.R.A. Firearms Instructor Certificate
  - Utah P.O.S.T. Firearms Instructor Certificate
  - U.S.C.C.A Firearms Instructor Certificate
- **Attach a signed copy of our minimum training guidelines**
- **One color passport quality photo. Name must be written on the back of the photo**
- **A photocopy of your driver license or state identification card**
- **A photocopy of your valid Utah Concealed Firearm Permit**
- **Attach a summary of your qualifications and past experience as a firearms instructor**

INSTRUCTOR RESPONSIBILITES

- Instructors must provide each student who attends their course with a copy of the approved course outline.
- Each instructor will be required to provide a signed certificate of completion to a person completing the offered course of instruction. The certificate of completion requires a stamp of the certified instructors "official seal" (only a seal design provided by the State of Utah will be accepted). A copy of the seal design will be provided by BCI, however it is the instructor's responsibility to obtain the seal.
  - A new seal will be required each time certification is renewed to reflect the new expiration date.
- Every concealed firearm permit applicant must receive instruction in the areas outlined by Section 53-5-704(8) of the "Concealed Weapons Act" as set forth in the Bureau's training guidelines.
- Instructors MUST supply a valid phone number and/or e-mail to be listed on the BCI website for customer contact. Contact information must be current at all times or instructor will be removed from listing.
- Instructors must notify BCI of any address change.

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APPLICATION FOR CONCEALED FIREARM INSTRUCTOR

Bureau Use Only

Your application will ***not*** be processed unless this form is completely filled out and all applicable questions have been answered. Be sure to provide all supporting documents. Enclose the appropriate fee $50.00 in the form of cash, check, money order or credit card made payable to "Utah Bureau of Criminal Identification." **FEES ARE NON-REFUNDABLE. Please read all instructions prior to completing this form. TYPE OR PRINT IN INK. Firearms Instructor $50.00**

Name_____Date of Birth_____Place of Birth_____
(Last) (First) (Middle)

Previously used Name(s) (Maiden, etc.)_____Social Security Number_____

Address_____
(Street) (City) (County) (State) (Zip)

Mailing Address (if different from street address)_____

Home Phone#_____Work Phone #_____Driver Lic # _____St._____

Height_____Weight_____Eye Color_____Hair Color_____Sex_____Race_____

What is your Citizenship?_____ Alien Registration # or Naturalization #_____

ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted including expunged and juvenile court records. If you answer "Yes" to any question, attach documentation explaining your answer.

☐ Yes	☐ No	Have you ever been convicted of a felony?
☐ Yes	☐ No	Have you ever been convicted of a crime of violence?
☐ Yes	☐ No	Have you ever been convicted of an offense involving the use of alcohol? (i.e. DUI/DWI, alcohol related reckless, unlawful use of alcohol, etc.)
☐ Yes	☐ No	Have you ever been convicted of the unlawful use of narcotics or other controlled substances?
☐ Yes	☐ No	Have you ever been convicted of any offense involving moral turpitude? (i.e., theft, criminal mischief, sex crimes, etc.)
☐ Yes	☐ No	Have you ever been convicted of offense involving domestic violence?
☐ Yes	☐ No	Have you ever been adjudicated as mentally incompetent?
☐ Yes	☐ No	Are you currently subject to a court sanctioned protective order?
☐ Yes	☐ No	Have you ever been dishonorably discharged from the armed forces?

Instructors desiring to be listed on the BCI website **MUST** supply a valid phone number and/or e-mail for customer contact.

PHONE_____EMAIL OR WEBSITE ADDRESS_____

This information must be current at all times, if changed BCI must be notified immediately.

☐ **Please check this box if you DO NOT want your name and number on our website.**

Please answer "Yes" or "No" to the following question.

☐ Yes ☐ No Do you meet *all* of the firearms instructor criteria as listed on the instruction sheet?

ALL APPLICANTS: Please read and sign the statement below.

I understand that it is a class B misdemeanor to knowingly and willfully provide false information on an application for certification as a concealed firearms permit instructor and may result in the denial of certification pursuant to Utah Code Ann. § 53-5-704(15). I hereby declare under criminal penalty of the State of Utah that the information contained on this application is true and correct.

Signed on: _____
(Date)

_____
(Signature)

METHOD OF PAYMENT (CHECK APPROPRIATE BOX) Payment enclosed (check or money order only) ☐ Credit Card ☐

Credit Card payment must include 3 or 4-digit control number found on the back of the credit card. There is a $20.00 service charge for any returned check.

Credit Card Signature_____Zip Code Associated with Credit Card _____

Credit Card Orders: *Visa ☐ *MasterCard ☐ *AMEX ☐ *Discover ☐

Card Number – 15 digit AMEX or 16 digit Visa, MasterCard or Discover | 3 or 4 digit control # | Expiration Date