Department *of* Public Safety

INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILTY APPLICATION

Enclosed is an Application for a Certificate of Eligibility to expunge a record of arrest, detention, investigation or conviction from the State of Utah, Department of Public Safety, Bureau of Criminal Identification. 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. **Traffic offenses listed under Utah Code Ann. §77-40a-101(23) are not included on your Utah Criminal History.**

3. 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 a 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

4. 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 the card billing address. Cash is accepted only when applying in person. **DO NOT SEND CASH IN THE MAIL.**

5. If you believe you are indigent and you check the box indicating you believe you are indigent you MUST complete the fee waiver form before submitting your application. (You may only have to fill out the first two pages. For any questions regarding indigent status you must contact the courts) The fee waiver form can be found on our website: bci.utah.gov/expungements. Your fee waiver form will be supplied back to you with your certificates if eligible.

6. Your eligibility letter will be mailed or emailed to the mailing/email address indicated on the application form. If you need the information to be sent to a third party, the third party release form must be filled out and submitted along with your application.

7. 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 email your application to our expungement section email at:

   bciexpungements@utah.gov

   NOTE - The expungement application MUST be completely filled out. All payment information along with fingerprints MUST be with the application.

For expungement criteria or any other questions, please go to our website at https://bci.utah.gov/expungements/

The Bureau of Criminal Identification does not expunge Juvenile Court records. Any request to expunge Juvenile Court records must be made directly to the Juvenile Court.

Last updated 03/16/2026

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APPLICATION FOR CERTIFICATE OF ELIGIBILITY

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

Your application will not be processed unless all sections of this form are filled out completely and accompanied by a **non-refundable $65.00** application fee.

NAME: _____
(*Last Name*) (*First Name*) (*Middle Name*)

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

DATE OF BIRTH _____ **GENDER** _____

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

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

PRIMARY PHONE NUMBER: _____

TO RECEIVE CORRESPONDENCE VIA EMAIL INSTEAD OF REGULAR MAIL, PLEASE PROVIDE YOUR EMAIL ADDRESS BELOW. OTHERWISE, LEAVE BLANK.

EMAIL: _____

If you believe that you are indigent and may qualify for a fee waiver, please check the box below. **Please note: Your application will not be processed until you submit the required fee waiver form along with this application.**

☐ I believe I am indigent and request a fee waiver. **I understand that I must submit the completed fee waiver form for my application to be processed.**

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 is 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*)

_____ _____
(*Signature*) (*Date*)

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

☐ Check, Money Order or Cashier's Check (Payable to "BCI") 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 ☐☐☐☐

Cardholders Signature: _____ Zip Code Associated with Credit Card: _____

INSTRUCTIONS: (OFFICIAL) 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 the 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

SID# _____ R&F _____

Last updated 03/16/2026

FINGERPRINTS (REQUIRED)