

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
- Attach a signed copy of our minimum training guidelines**
- If you wish to expand your course, please provide a copy of your course curriculum**
- One 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 RESPONSIBILITIES

- 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.

