

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

## 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

Renewal Application \$25.00. Renewal certification is valid for three years from date of issue.  
Include \$7.50 late fee with the renewal if the license is more than 30 days expired.

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

**Attach a copy of any firearms certification you currently hold, which must include:**

- Utah Concealed Carry Instructor Course Certificate
- Attach a signed copy of our minimum training guidelines (ONLY APPLIES IF RENEWAL COURSE WAS ATTENDED IN PERSON)
- 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

### 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.
- Instructor must notify BCI of any address change.



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

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 \$25.00 (**include \$7.50 late fee if the license is more than 30 days expired**) in the form of cash, check, money order or credit card made payable to "Utah Bureau of Criminal Identification." **FEES ARE NON-REFUNDABLE.**

Bureau Use Only

**Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.**

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 # \_\_\_\_\_ Utah Instructor # \_\_\_\_\_

**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.

**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																													
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