



## APPLICATION INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY FOR EARLY REMOVAL OF NAME FROM THE SEX OFFENDER/KIDNAP REGISTRY

Enclosed is an application for early removal of name from the sex offender/kidnap registry. 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 photocopy 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". **NOTE: If fingerprints are required, you will be contacted by BCI.**
3. The application fee is \$230.00. Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be made payable to “Utah Bureau of Criminal Identification.” 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 3 or 4 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. Your eligibility letter will be mailed to the mailing address indicated on the application form. If the information needs to be sent to a third party, the third party release form must be filled out and submitted along with your application.
5. Mail the application, fee and release form (if applicable) to:

UTAH BUREAU OF CRIMINAL IDENTIFICATION  
3888 West 5400 South  
Taylorsville, Utah 84129

For criteria or any other questions, please go to our website at <http://publicsafety.utah.gov/bci/>

