

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 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 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.



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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**

Bureau Use Only

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																						
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