**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
  - U.S.C.C.A Firearms Instructor Certificate
- Attach a signed copy of our minimum training guidelines
- 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.
APPLICATION FOR CONCEALED FIREARM INSTRUCTOR

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

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 ☐

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