



APPLICATION INSTRUCTIONS FOR VACATUR

Enclosed is an Application for Vacatur. 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 copy 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".

FINGERPRINTS ARE REQUIRED

3. **The application fee is \$65.00.** Select a method of payment by making a check mark in the appropriate box. Checks and money orders must be made payable to “BCI.” 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 three or four-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. **Please attach all vacatur orders to 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

Or you can SCAN and email your application to our expungement section email at:

bcexpungements@utah.gov

NOTE - The Vacatur application **MUST** be completely filled out. All payment information along with fingerprints, and vacatur order(s) **MUST** be with the application. **DO NOT** take a picture of your application and email it. That will not be accepted. You **MUST** scan your application, and other documents, and attach them in the email.

Once your application and vacatur orders have been processed, you will receive a letter to the address you provide on the application. The letter will indicate that your vacatur orders have been completed and the charges expunged.



APPLICATION FOR VACATUR EXPUNGEMENT
 Utah Department of Public Safety • Bureau of Criminal Identification
 3888 West 5400 South, Taylorsville, Utah 84129

WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT IN BLACK INK. Your application will not be processed unless **all** sections of this form are filled out completely and accompanied by a **\$65.00** application fee and the order of vacatur form from the court.

NAME: _____ **DATE OF BIRTH** _____
 (Last Name) (First Name) (Middle Name)

PREVIOUSLY USED NAME(S) (Maiden, AKA, etc.) _____

MAILING ADDRESS: _____
 (Street/Box number) (City) (State) (Zip)

SOCIAL SECURITY: _____ **DRIVER LICENSE # AND STATE:** _____ / _____

PHONE NUMBER: _____ **GENDER:** _____

Pursuant to Utah Code Ann. § 77-40a-301(2)(a), a petitioner who intentionally or knowingly provides false or misleading information to the bureau when applying for a certificate of eligibility is guilty of a class B misdemeanor and is subject to prosecution under Section 76-8-504.6 A certification of eligibility or an application for expungement may be denied if the petitioner provides false information under 77-40a-301(2)(b)

I _____, declare under criminal penalty of the State of Utah that the foregoing is true and correct.
 (Name of Petitioner)

_____ (signature) _____ (date)

FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identity of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of government issued ID used and the ID number in the space provided below. Fingerprint the four fingers of the applicant's right hand simultaneously in the box located in the lower right portion of this form.

OFFICIAL TAKING PRINTS

Type of identification used: _____
Utah Driving Privilege Cards are not valid ID and will not be accepted

Identification number: _____

Name on ID: _____

Fingerprints taken by: _____
 (Print Name)

Agency Name: _____ Badge # _____
 (If applicable)

Date Printed: _____

FINGERPRINTS (REQUIRED)

BUREAU USE ONLY AFIS Confirmation _____

SID# _____ R&F _____

METHOD OF PAYMENT (Only to be filled out if application is mailed in. Check appropriate box for payment) \$65.00 FEE

Check, Money Order or Cashier's Check (Payable to "Utah Bureau of Criminal Identification" in the amount of \$65.00)
 Credit Card (cannot use foreign credit cards) must be Visa Master Card Discover AMEX **Fill-out info below to pay by 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 Number _____ * 3or 4 digit control # _____ Expiration Date _____

PRINT NAME as it appears on the card: _____ Zip code: _____

Cardholder signature: _____ Date: _____