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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. 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 4315 South 2700 West, Suite 1300 Taylorsville, Utah 84129

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

bciexpungements@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 4315 South 2700 West, Suite 1300, 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.

of this form are filled out completel	y and accompanied by a \$65.00 app	incation fee and the order of vaca	tur form from the cou	rt.
NAME: (Last Name) (First 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)
COCIAL SECUDITY.	DDIVED I	ICENCE # AND CEATE.		/
	DRIVER LICENSE # AND STATE:/			
PHONE NUMBER:	GENDER:			
of eligibility or an application for e	Oa-301(2)(a), a petitioner who inter ligibility is guilty of a class B misd xpungement may be denied if the p, declare under criminal penalty of	emeanor and is subject to prosec etitioner provides false informat	eution under Section 7 ion under 77-40a-301	6-8-504.6 A certification (2)(b)
(signature)		_	(date)	
FINGERPRINT INSTRUCTIONS: (0	OFFICIAL TAKING PRINTS) Confirm	m identity of applicant with identification	ation that shows photo, si	gnature and date of birth.
Confirm ID with the information above,	then list the type of government issued I the box located in the lower right portio	ID used and the ID number in the spa		
OFFICIAL TAI			GERPRINTS (REQUIR	RED)
Utah Driving Privilege Cards are no	ot valid ID and will not be accepted			
Identification number:				
Name on ID:				
Fingerprints taken by:(Print I	Vamo			
Agency Name:	Badge #			
Date Printed:	(Іƒ аррисавіе)			
BUREAU USE ONLY AFIS Confirm	nation			
SID#	R&F			
METHOD OF PAYMENT (Only	to be filled out if application is me	ilad in Charle annuantiata has	for normant) \$65.00	LEE
Credit Card payment must include 3 of Credit Card Number	s Check (Payable to "Utah Bureau odit cards) must be Visa Master	of Criminal Identification" in the Card Discover AMEX back of the credit card. There is a	amount of \$65.00) Fill-out info below	to pay by credit
PRINT NAME as it appears on the			Zip code:	
Condholder signatures			Dot	