



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
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.

