

Criminal Background Check Instructions

1. Go online, copy and paste: <https://secure.utah.gov/elr/ebc/welcome.html?r=1276146179>
 - Click "Start Background Check" button.
 - Initial Licensure
2. Enter personal information and verify
 - The University code should be " Utah Valley University."
3. All students MUST select the LiveScan method
4. An email will be sent to you with your authorization form to complete your LiveScan (fingerprints)
 - Check both your personal and UVU email accounts
5. Take the authorization form, photo ID, and this receipt page to your choice of LiveScan sites*
 - \$20 processing fee at the LiveScan sites listed on next page
6. Complete the LiveScan process at site and obtain employee signature **or stamp on below receipt.**
7. **Upload this LiveScan/ Fingerprints receipt to your Program Application where indicated**
 - <https://egrad.uvu.edu/#forms/create>
 - Program application will not submit unless the LiveScan receipt is attached



LiveScan Fingerprinting Receipt

Student: Please complete the following information and obtain proper verification.

Name: _____

UVID: _____

Phone: _____

Site Stamp or Employee Signature

Date

This receipt is for UVU records ONLY. Students must obtain a LiveScan site employee signature or stamp, verifying that they have completed the LiveScan fingerprinting process at that facility. The student is responsible for uploading this receipt to the School of Education Professional Program Application for Admission

UTAH EDUCATOR ACTIVE LIVE SCAN FINGERPRINT SITES

Institution	Address	Please visit their websites for hours of operation
UVU Onsite Fingerprinting Finger Printing Utah	McKay Education Building ME 101E	https://fingerprintingutah.com/
Alpine School District	575 North 100 East American Fork, UT 84003	Monday - Friday; 9-4:30 p.m. by appointment only
Canyons School District	9361 South 300 East Sandy, UT 84070	Monday - Friday; 8 am - 4 pm
Granite School District	2500 South State Salt Lake City UT 84115	Monday -Friday: 8:15-3:45 pm
Jordan School District	7387 S Campus View Drive West Jordan, UT 84084	Monday – Friday: 7:30 am - 4:30 pm
Nebo School District	350 South Main Spanish Fork, UT 84660	Monday – Friday: 8 am - 4:30 pm All others: Monday – Thursday: 1 -3 pm
Provo School District	280 West 940 North Provo, UT 84604	provo.edu
Bureau of Criminal Identification (1 block west of Bangerter Hwy)	3888 West 5400 South West Valley, UT 84119	https://bci.utah.gov/
YUP Fingerprinting / Your Unique Prints	394 W. Main St. #103 Lehi, UT 84043 (801) 360-6277 231 E 400 S #350 Salt Lake City, UT 84111 (801) 300-3204	https://www.yupfingerprinting.com/

*** LiveScan will not be completed without these items or fee**