

Criminal Background Check Instructions

1. Go to the [Utah Schools Information Management System \(USIMS\)\(External Web Content\)](#)
2. Create an account and follow prompts.
3. View the Fingerprint Directions provided. (Please read instructions)
4. Print Fingerprint Instructions from USIMS and bring to your fingerprinting appointment (the LiveScan location will need the information in this document)
5. Make sure you have your [UVU LiveScan Fingerprinting Receipt](#) signed or stamped by the LiveScan representative to verify you have completed the LiveScan fingerprinting process, **you will upload this receipt** to your program application.



LIVESCAN Fingerprinting Receipt

Student: Please complete the following information and obtain proper verification

NAME: _____

UVID: _____

PHONE: _____

CACTUS ID: _____

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/
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/
Bureau of Criminal Identification (1 block west of Bangerter Hwy)	3888 West 5400 South West Valley, UT 84119	https://bci.utah.gov/
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	M-F: 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	https://provo.edu/schedule-fingerprinting/

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