

Relative Care Household Members Information Sheet

Provider Name: _____

Residents of Provider's Household (List EVERY household member, including provider):

	Name	Date of Birth	Relationship	Consecutive years living in Utah
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

IMPORTANT:

- ➔ A **Background Criminal Information Sheet (BCI)** must be attached to this form for EVERYONE 18 years or older.
- ➔ Anyone 18 years or older living in Utah for LESS than 5 consecutive years must *also* obtain an **FBI background check**, you may participate on the program with the BCI only until you receive the FBI background check (usually 90 days).
- ➔ The above information must be accurate and complete. Deliberate misrepresentation may subject you to prosecution under applicable state and federal criminal statutes.

For your information:

BCIs may be obtained:

- 1) By personally visiting *The Utah Department of Public Safety* at 3888 W 5400 S; Taylorsville
 - Each individual needing a BCI must apply in person and supply a government issued photo ID (Passport, State ID Card, Consulate ID Card, or Driver's License. A "Utah Driving Privilege Card" is not acceptable).
 - The cost per BCI is \$10.
- 2) By mail
 - Each individual needing a BCI must complete the BCI request form (one is attached here; make as many copies of it as necessary for all members of the household 18 years or older).
 - Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills-out the portion of the application labeled "OFFICIAL TAKING PRINTS" (you will need to show a government issued photo ID as listed above).
 - Include a check or money order for the requested BCIs (\$10 per BCI form). **DO NOT SEND CASH**
 - Print or type the name and address of where to mail the criminal history record on the waiver. Sign and date the waiver in the presence of a notary public. The waiver **MUST** be notarized or they will be unable to send the criminal history record. (The waiver is on the back of the application). Mail to:

Utah Bureau of Criminal Identification
 3888 W 5400 S
 Taylorsville, UT 84118

If you have lived less than 5 years in Utah, you must also obtain an FBI clearance by mail. Please submit:

- 1) A complete set of fingerprints on FBI form FD-258. The "Reason Fingerprinted" block must contain "Personal Records Check."
 - The applicant cards and fingerprinting services are available at the **Utah Bureau of Criminal Identification, 3888 West 5400 South, Salt Lake City, Monday thru Thursday from 7:00 am to 5:30 pm** at a cost of \$13.00 per person. You can also check with local police departments, motor vehicle offices, or private industries for these services. Do not contact the FBI for fingerprinting.
- 2) A money order or certified check in the amount of **\$18.00**, payable to the U.S. Treasury. (This is separate from the BCI fee)
- 3) A letter stating that the check is needed for personal reasons (be sure to include your name and return address).

Send these 3 items to: CJIS Division
 Attention: SCU
 1000 Custer Hollow Road
 Clarksburg WV 26306
 Tel: (304) 625-3878