

UTAH DEPARTMENT OF HUMAN SERVICES OFFICE OF LICENSING  
195 North 1950 West, Salt Lake City, Utah 84116

**BACKGROUND SCREENING APPLICATION for all individuals NOT living in foster homes. This includes SAS & DSPD Certified Providers**

- New Applicant**
- Renewal – has a current approved screening**
- Transfer of or concurrent use of approved Rap Back screening from:**

**1. APPLICANT INFORMATION, AUTHORIZATION AND RELEASE**  
This section must be completed by the Applicant. Missing information or unreadable applications will be returned unprocessed.

Legal First Name:	Given Middle Name. Indicate if middle name is an initial only. <b>Use N/A if no middle name.</b>	Current Legal Last Name:
-------------------	--	--------------------------

List ALL Maiden, Alias & Previous Married Names:

Date of Birth ____ / ____ / ____ <small>MM DD YYYY</small>	Last four digits of Social Security No. _____	Phone Number: (     ) _____
---	---	-----------------------------

Mailing Address:	City:	State:	Zip Code:
------------------	-------	--------	-----------

**2. Have you ever been arrested or charged with a crime by any law enforcement authority (local, state, federal or international)? Disclose ALL CRIMINAL OFFENSES even if they were later dismissed, you completed a plea in abeyance or diversion program, whether you pled guilty or not guilty to an offense, or if you are waiting to enter a plea to the court.**

<input type="checkbox"/> Yes	If yes to 2, please attach a <u>certified court docket</u> or other certified record (available from the court that handled your case) indicating the disposition of each charge or offense, or the status of each plea in abeyance or diversion agreement. If you previously submitted the certified court record, attach the conviction list that this office issued with your last screening approval.
<input type="checkbox"/> No	

**3. Have you ever been investigated for child or adult abuse, neglect or exploitation by Child Protective or Adult Protective Services?**

<input type="checkbox"/> Yes	If yes to 3, please attach complete case report showing final outcome. If previously submitted, provide a detailed explanation of the investigation including the names, dates, location and the case number if known.
<input type="checkbox"/> No	

**4. I authorize the Utah Department of Human Services Office of Licensing to investigate my past and present child and adult abuse, neglect and exploitation records, law enforcement, driver license, and any information which may be pertinent to my application according to Utah Code 62A-2-120, 121, 122, and Administrative Rule 501-14. I authorize the Department of Human Services Office of Licensing to retain my fingerprints in order to monitor state, regional and nationwide criminal background databases in order to identify criminal activity for as long as I am associated with a Department of Human Services licensed program. I authorize the release of all information and I release and hold harmless the Department of Human Services from any damages resulting from the Department of Human Services furnishing such information to authorized agencies. I certify my answers contain no misrepresentations or falsifications, and the information is true and complete. I understand that providing false or inaccurate information or failing to provide information may result in my background screening being denied. I have read and understand the FBI NGI Rap Back Privacy Statement on page 2.**

Applicant Signature:	Date:
----------------------	-------

**TO BE COMPLETED BY PROGRAM REPRESENTATIVE**  
Please visit our website for full information and instructions prior to signing. [www.hslic.utah.gov](http://www.hslic.utah.gov)

Print Applicant Legal Full Name: \_\_\_\_\_ *To be completed by Program Representative*

Circle Valid Identification Type <small>(Driving Privilege Cards are not acceptable forms of I.D.)</small>	State/Country Issued by <small>(See #4)</small>	ID Number	Expiration date mm/dd/yy	Circle Gender  Female      Male
Driver License    State ID    Passport				

**5. Initial Applications: Submit two completed, properly rolled fingerprint cards along with a company check, cashier's check or money order made payable to: Department of Human Services**

**\$37.00 - Ongoing Nationwide Rap Back Subscription & Fingerprint Fee**

Program Name:	Phone:
---------------	--------

Mailing Address:	City:	State:	Zip Code:
------------------	-------	--------	-----------

**6. I certify that I have inspected the applicant's social security card and passport, state driver license or state identification card issued by the Driver License Division and they do not appear to have been forged or altered. I have reviewed the entire completed application, applicant and licensed program sections, and they contain no misrepresentations or falsifications to the best of my knowledge. The licensed program releases the Department of Human Services from any damages resulting from disclosing information to authorized agencies. The licensed program shall not disclose this form or its contents except as authorized by Utah or federal law.**

Signature of verifying representative:	Date:
--	-------

SAS ONLY: CLIENT NAME:	CLIENT NO:
------------------------	------------

**For Office of Licensing Use Only**

FBI Date: \_\_\_\_\_ DHS/Office of Licensing Screening Approval Date: \_\_\_\_\_

FBI is Ongoing Rap Back Subscription?    YES    NO

## FBI NGI Rap Back Privacy Statement

*Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.*

*Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.*

*Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.*