



## APPLICATION INSTRUCTIONS FOR CERTIFICATE OF ELIGIBILITY

Enclosed is an Application for a Certificate of Eligibility to expunge a record of arrest, detention, investigation or conviction from the State of Utah, Department of Public Safety, Bureau of Criminal Identification. 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. **Traffic offenses listed under Utah Code Ann. §77-40a-101(15)(a) are not included on your Utah Criminal History.**
3. 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**
4. **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.**
5. Your eligibility letter will be mailed or emailed to the mailing/email address indicated on the application form. If you need the information to be sent to a third party, the third party release form must be filled out and submitted along with your application.
6. 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](mailto:bciexpungements@utah.gov)

**NOTE** - The expungement application **MUST** be completely filled out. All payment information along with fingerprints **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 attach it in the email.

For expungement criteria or any other questions, please go to our website at <https://bci.utah.gov/expungements/>

**The Bureau of Criminal Identification does not expunge Juvenile Court records. Any request to expunge Juvenile Court records must be made directly to the Juvenile Court.**