

*******BACKGROUND CHECK INSTRUCTION FORM*******

AS OF OCTOBER 1, 2018, THE DIVISION OF CONSUMER PROTECTION UTILIZES THE WIN DATABASE RAP BACK SYSTEM FOR BACKGROUND CHECKS. PLEASE CONSULT THE UTAH CONSENT TO BACKGROUND CHECK WAIVER AND UTAH CODE § 53-10-108 FOR FURTHER INFORMATION.

IF AN INDIVIDUAL SUBJECT TO A BACKGROUND CHECK CEASES TO BE ASSOCIATED WITH A REGISTRANT, THE REGISTRANT IS RESPONSIBLE FOR SUBMITTING A REQUEST TO TERMINATE RAP BACK FORM TO THE DIVISION OF CONSUMER PROTECTION. THE INDIVIDUAL SUBJECT TO THE BACKGROUND CHECK MAY ALSO SUBMIT A REQUEST TO TERMINATE RAP BACK FORM.

**THE UTAH CONSENT TO BACKGROUND CHECK WAIVER AND THE REQUEST TO TERMINATE RAP BACK FORM MAY BE FOUND ON THE DIVISION OF CONSUMER PROTECTION'S WEBSITE:
www.dcp.utah.gov/registrations/index.html**

PLEASE SUBMIT EACH COMPLETED FINGERPRINT CARD WITH THE \$20.00 (NON-REFUNDABLE) FEE AND A SIGNED UTAH CONSENT TO BACKGROUND CHECK WAIVER. A FAILURE TO SUBMIT ALL OF THESE ITEMS FOR EACH INDIVIDUAL SUBJECT TO A BACKGROUND CHECK MAY RESULT IN THE DENIAL OF OR A DELAY IN PROCESSING AN APPLICATION.

INSTRUCTIONS FOR FINGERPRINT CARDS:

- 1. CONTACT YOUR LOCAL POLICE DEPARTMENT.**
- 2. REQUEST TO BE FINGERPRINTED (THE POLICE DEPARTMENT MAY CHARGE A FEE FOR FINGERPRINTING SERVICES.)**
- 3. INCLUDE THE COMPLETED FINGERPRINT CARD WITH THIS APPLICATION, ALONG WITH THE FEE AND A SIGNED UTAH CONSENT TO BACKGROUND CHECK WAIVER.**