

Why Not Me Services

BCI & Fingerprinting

Here are the steps you'll need to complete before you can become a Host Home Provider or Support Service Provider:

• BCI (Background Screening Application) Process

***** Fee is \$42.25 – per person** They will only accept Money Orders or Cashier's checks (NO Personal Checks allowed).

Please make check out to: Dept. Of Human Services

• Copy of your Driver's License or State ID

• Fingerprinting process – Please call or see your local Police Department

1. Please fill out the BCI Form that states in red print:

“All Program Employees and all Individuals NOT living in foster homes” Form (see example below). **Date: Sept 2019.** Here's a hyperlink as well:

<https://www.whynotmeservices.org/forms>

Please fill out sections: 1 through 5 and sign and date it. We will fill out the rest of it.

DHS OL May 2019	UTAH DEPARTMENT OF HUMAN SERVICES OFFICE OF LICENSING 195 North 1950 West, Salt Lake City, Utah 84116	CBS USE ONLY
BACKGROUND SCREENING APPLICATION for All Program Employees and all individuals NOT living in foster homes. This includes Adoption Agency Providers/Staff and 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 unavailability applications will be returned unprocessed.		
Legal First Name: _____ Given Middle Name: _____ Indicate if middle name is an initial only. Use N/A if no middle name. Current Legal Last Name: _____		
List ALL Maiden, Alias & Previous Married Names: _____		
Date of Birth: ____/____/____ Last four digits of Social Security No. _____ Email address: _____		
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. ☐ Yes ☐ No If yes to 2, please attach a certified court docket 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.		
3. Have you ever been investigated for child or adult abuse, neglect or exploitation by Child Protective or Adult Protective Services? ☐ Yes ☐ No 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.		
4. Are you applying to work in a youth residential program? ☐ Yes ☐ No 4a. If yes to 4, Have you lived outside the State of Utah in the last five years? ☐ Yes ☐ No 4b. If YES to 4a, please submit out of state registry records for each state resided in. Instructions are located at https://hslc.utah.gov/Out-of-state-registries		
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 63A-2-120, 121, 122, and Administrative Rule 501-1-10. 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 Consent and Privacy Statement on page 2. DHS may contact you to complete, fill out or correct technical omissions such as a date or other typographical errors.		
Applicant Signature: _____ Date: _____		
TO BE COMPLETED BY PROGRAM REPRESENTATIVE Please visit our website for full information and instructions prior to signing. www.hslc.utah.gov		
Print Applicant Legal Full Name: _____ Is this a Youth Residential Program? ☐ Yes ☒ No If yes, please verify that the applicant submits the required out of state registry checks with this application.		
Circle Valid Identification Type (Driving Privilege Cards are not acceptable forms of ID.)	State/Country Issued by (See #4)	ID Number
Expiration date mm/dd/yy	Circle Gender	
Driver License	State ID	Passport
5. Initial Applications and renewal applicants not on rap back. 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 ☐ \$38.25 - Ongoing Nationwide Rap Back Subscription & Fingerprint Fee		
Program Name: Why Not Me Services		Phone: 808-282-3907
Mailing Address: 1248 W. 1200 S.	City: Woods Cross	State: Utah Zip Code: 84087
7. 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: _____

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2. ID – I will also need a copy of your Driver's License or State ID

***** You will need to have a BCI filled out for each person who lives in the home who is over 18 yrs old. *****

3. Fingerprints: You will need to contact the BCI in Taylorsville:

• **Requirements:**

- > **2 Fingerprint Cards** – You will need to have them do for each person who lives in the home over 18 yrs old.
- > **Signatures are REQUIRED** – The person helping you will need to sign it along with your signature.
- > **Social Security Number** – You will need to put your SS number on form
- > **Fill it out completely** – Please fill out the form as best you can including Height, weight and other info.

Fees: They will charge you \$15 and you will get 3 sets of fingerprints.

4. **Here's where you need to go to get your fingerprints:**

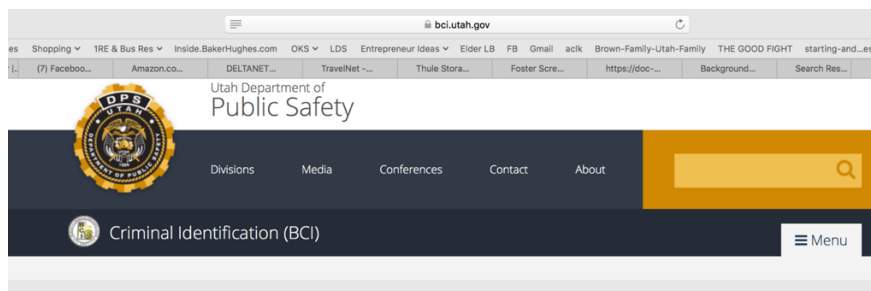
BCI

Utah Bureau of Criminal Identification - (801) 965-4445

3888 West 5400 South

Taylorsville, UT 84129

BCI's office hours are 8:00 am to 5:00 pm, Monday through Friday. BCI is closed weekends and state holidays.



Fingerprint and Photo Services for the Public

The Bureau of Criminal Identification offers fingerprint services for applicant purposes, including: Concealed Firearms permits, PI licenses, Bail Enforcement Licenses, school teachers, real estate agents, armed/unarmed guards, burglar alarm agents, health care workers, day care workers, Office of Education certification, adoptions, etc. A government-issued form of identification (i.e., driver license, state ID card, passport, etc.) is required for the fingerprinting and photo services. **Utah Driving Privilege cards will not be accepted as a form of ID.** Photo services are also offered for Concealed Firearm permits, PI Licenses, and Bail Enforcement Licenses.

No appointment is necessary for either the fingerprinting or photo services.

Apostille and Authentication Services for Fingerprint Cards

At the time that fingerprinting is performed, BCI fingerprint technicians can provide an affidavit that can be attached to the fingerprint card. BCI does not provide Apostille or Authentication of fingerprint cards. You will need to take the fingerprint card and affidavit to the Lt. Governor's office who will provide the Apostille service. Click [here](#) for the Lt. Governor's Authentication/Apostille web site.

Fingerprint/Photo Services – (801) 965-4445

Fingerprint Cards (up to 3 cards) – \$15.00

Each additional Card after 3 – \$5.00

Photo (BCI services only) – \$15.00

Driving Privilege Card Services (Fingerprints and Photo) – \$30.00

***** Please drop off your Forms, Fingerprints, copies of your DL or ID and Check when completed.**

Fees:

1 person: \$42.25

2 people: \$84.50 (\$42.25 x 2)

3 people: \$126.75

4 people: \$169.00 (add an extra \$42.25 if you have more than 4)

Please make your Money Order or Cashier's check out to: *Department Of Human Services*

(NO personal checks allowed)