



## CHILD CARE PROVIDER INFORMATION

Name of Provider or Name of Center	Phone Number	Facility ID #
Street Address	City	Zip Code
Mailing Address (if different from Street Address)	City	Zip Code
E-mail Address		

This Background Screening Form is for (check all boxes that apply):

- Owner    Director    Member of the Governing Body    Employee    Household Member age 12 or older    Volunteer  
 Provider    Other individual who will have unsupervised contact with the children in care

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## GENERAL INFORMATION

### **R430-6-3.**

Within ten working days of a new covered individual beginning work at a child care facility or moving into a licensed or certified home, or a child turning 12 who resides in the facility where care is provided, the licensee or certificate holder must submit to the Department the name and other required identifying information for that individual.

### **R430-6-3(a).**

Unless an exception is granted under Subsection (4) below, the licensee or certificate holder shall ensure that the identifying information submitted for all individuals age 18 and older includes a fingerprint card and fee.

Approval will be denied for any Covered Individual with a felony or misdemeanor A conviction, pending criminal charge, plea in abeyance, or diversion. Approval will also be denied for any Covered Individual with certain misdemeanor B or C convictions, such as offenses against the family, offenses against a person, pornography, prostitution or any type of sexual offense, simple assault, lewdness, child abuse, contributing to the delinquency of a minor, selling or supplying alcohol or tobacco to a minor, and animal cruelty.

If there is an error on a record or if the record can be expunged, it is the Covered Individual's responsibility to resolve the matter by contacting the Utah Department of Public Safety, Bureau of Criminal Identification. When the matter is resolved, the Covered Individual must submit a new Background Screening form and legal documentation of the expungement, dismissal, etc.

All information regarding the Covered Individual's background screening will be kept confidential and no confidential details regarding the screening will be released or disclosed over the phone. The Covered Individual and the provider will be notified if the background screening is not approved.

If the background screening is approved, a Background Screening Card will be issued for the approved Covered Individual and sent to the facility. The provider must make a copy of that card and keep it in the Covered Individual's file for review by the Department. The original Background Screening Card must be given back to the Covered Individual. The Background Screening Card must be renewed every year before the end of the month of the expiration date on the card by submitting a new Background Screening Form and all required fees.

A Covered Individual with a current Background Screening Card is not required to submit this form to become involved with child care. However, the provider has ten working days to submit to the Department a copy of the Covered Individual's Background Screening Card **and page 2 of this form** for verification and approval.

If a Covered Individual has moved out of the state, a new background form, fingerprints, and fees must be submitted within ten working days of becoming involved with child care or moving into a facility where child care is provided.

If you have any questions or concerns regarding this form or the criminal background screening procedure, feel free to call the Background Clearance Unit staff at 801-273-2859.

**Submit this completed form and fee and any required fingerprints and processing fees to:  
Utah Department of Health, Child Care Licensing  
PO Box 142003  
Salt Lake City, UT 84114-2003**