TED [SUU Background Check and Fingerprinting](#) Process

Processing time may take up to 15 weeks for USBE to receive results, however most can receive a clearance 5-7 business days after being fingerprinted. Keep an eye on your personal information on the USIMS Utah website as it will state your clearance. The FBI will require resubmission of fingerprints that are incomplete or unreadable; this may delay clearance.

LOCAL TO CEDAR CITY:

1. Students must be at least 18 years old to request a USBE background check . Here is the [link](#) to the online portion of this process. Create an account, request a background check and complete the ethics review. To retrieve CACTUS ID #, click on "Personal Information" in your USIMS checklist.
2. **Do not pay for your fingerprints online!!** The fingerprint fee waiver form can be found [here](#). On campus students need to have their fingerprints done at the **SUU Police Station, Cedar City Sheriff's Department, the Iron County School District office or YUP Fingerprinting**. Be sure to bring your fee waiver form, ID, CACTUS ID and have them bill it to **Code B1017**. Their phone number is 435-586-7793. You will need to make an appointment. They are available on Tuesdays and Wednesdays from 2:00-5:00 p.m.
   - Make sure they are **LIVESCAN** fingerprints, **NOT CARDS**.
3. Once your fingerprinting is complete, return the completed fee waiver form or a picture of it to Katie Guest in ED 338 A for reimbursement.
4. Send a screenshot of your USIMS Checklist that states you've cleared to Caitlin Ravanelli (caitlinravanelli@suu.edu). Please **include CACTUS ID and T#** in email.
5. [Request an ID badge](#) if you have not yet received one or if it needs replacing. You will use the same badge during all field experiences, including student teaching, so do not lose it. It must be a **red** SUU ID badge administered by the Teacher Education department. Badges will not be administered until your background check is cleared.

NON-LOCALS:

1. Students must be at least 18 years old to request a USBE background check . Here is the [link](#). Create an account, request a background check and complete the ethics review. To retrieve CACTUS ID #, click on "Personal Information" in your USIMS checklist.
2. Locate a [LiveScan Fingerprint Site](#) near you and schedule an appointment with them. Make sure you bring the necessary documentation for that site, including your CACTUS ID #.
3. Follow the instructions on [this document](#). When you reach the table, you will follow the "In Utah" side. Make sure they bill it to **Code B1017**.
4. Once your fingerprinting is complete, submit your receipt to Caitlin Ravanelli (caitlinravanelli@suu.edu) for reimbursement up to $20. Please include your T# in this email.
5. Send a screenshot of your USIMS checklist when it says that your background check has cleared to Caitlin Ravanelli (caitlinravanelli@suu.edu). Please **include CACTUS ID and T#** in email.
6. [Request an ID badge](#) if you have not yet received one or if it needs replacing. You will use the same badge during all field experiences, including student teaching, so do not lose it. It must be a **red** SUU ID badge administered by the Teacher Education department.

Badges will not be administered until your background check is cleared.

OUT OF STATE: If there is a reason you will be outside the state of Utah prior to or during the semester and need to complete a background check, follow these instructions. Please keep in mind that the processing time for out of state fingerprinting can take upwards of 3 months to clear.

1. Complete the online portion of the background check on the USIMS Utah website as normal.
2. Go to a local police station or other agency that does fingerprinting
3. Bring to your appointment:
   ○ Government-issued photo ID
4. During your appointment:
   ○ Make sure that fingerprinting is done in **black ink only**. Digital fingerprints are acceptable. The FD-258 fingerprint card is the preferred format; you may print a copy of the FD-258 fingerprint card directly from the FBI website.
   ○ Complete all applicable spaces on the card
5. Return one (1) completed fingerprint card to USBE Educator Licensing; **DO NOT FOLD, BEND, STAPLE, OR PUNCH HOLES IN FINGERPRINT CARDS**.
   ○ Mail to the appropriate address according to your shipping provider:
     ■ **For USPS:**

       USBE Educator
       Licensing
       250 E 500 S
       P.O. Box 144200
       Salt Lake City, UT
       84114-4200

     ■ **For all other shipping:**

       USBE Educator
       Licensing
       250 E 500 S
       Salt Lake City, UT
       84111

6. Once your fingerprinting is complete, submit your receipt to Katie Guest (katieguest@suu.edu) for reimbursement up to $20. Please include your T# in this email.
7. Forward a screenshot of your USIMS Checklist that states you've cleared to Caitlin Ravanelli (caitlinravanelli@suu.edu). Please **include CACTUS ID and T#** in email.
7. Request an ID badge if you have not yet received one or if it needs replacing. You will use the same badge during all field experiences, including student teaching, so do not lose it. It must be a **red** SUU ID badge administered by the Teacher Education department. Badges will not be administered until your background check is cleared.