

Obtain a Copy of Your Own Criminal History Record

*****REQUIRED FOR ALL OFFICE STAFF/EMPLOYEES*****

Individuals may obtain a copy of their own Utah criminal history in person, or through the mail.

Where to Apply:

*Bureau of Criminal Identification
3888 West 5400 South
Salt Lake City, Utah 84129
Phone: 801-965-4445
Fax: 801-965-4749*

IN PERSON:

- Individuals may come into our office and obtain a copy of their own Utah criminal history.
- Fee is \$15.00, payable in cash, personal check, VISA or MasterCard, money order, or cashier's check.
- A valid form of government issued picture ID must accompany the request. Utah Driving Privilege Cards will NOT be accepted as valid ID.
- Hours are 8:00 am to 5:00 pm, Monday through Friday, excluding weekends and state holidays.

THROUGH THE MAIL:

- Download and fill out the **Criminal History Record Application** (Criminal Background Check). Follow the instructions on the form, and mail the completed application and fee to our office.
- For more information, please call the Bureau of Criminal Identification at 801-965-4445.