Fingerprint Scheduling, Vendors, and Submission

You have successfully signed and accepted the *Consent to Background Check*. The next step is to find a fingerprinting vendor near you. You should choose a fingerprinting vendor based on your location and appointment availability. Some fingerprinting vendors offer fingerprinting with direct electronic submission to BCI. Some vendors offer digitally printed or inked fingerprint cards (FD-258) that will need to be mailed or dropped off directly to the Division of Real Estate. Choose from one of the two options below:

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Option #1: Direct Electronic Submission

If you schedule an appointment with one of the vendors below, please take the attached *Authorization for Direct Electronic Submission* form with you to your appointment. If you do not take the form with you, the vendor will not be able to enter the correct information required for the results to be sent to the Division of Real Estate, and you will be unable to renew. Allow up to 5 days after fingerprints are submitted electronically for results to come in and then RELMS should allow you to renew.

Here is a list of approved direct electronic submission vendors (only use approved vendors for this option.)

Vendor Name	Location by City	Website/Scheduling Info	Phone
Fingerprinting Utah	Cedar Hills	calendly.com/fingerprintingutah/30min	801-769-6344
Northern Wasatch Association of Realtors	Ogden	Free for all Realtors, by appointment only	801-476-4216
Utah Division of Professional Licensing	St. George	Call for appointment ====>	435-986-0833
Utah Division Of Real Estate	Salt Lake City	utahdre.youcanbook.me	801-530-6747
YUP Fingerprinting Layton	Layton	www.yupfingerprinting.com	435-359-3151
YUP Fingerprinting Lehi	Lehi	www.yupfingerprinting.com	(435) 359-3151
YUP Fingerprinting Logan	Logan	www.yupfingerprinting.com	(435) 359-3151
YUP Fingerprinting Provo	Provo	https://www.yupfingerprinting.com/	435-359-3151
YUP Fingerprinting Salt Lake City	SLC	www.yupfingerprinting.com	(435) 359-3151
YUP Fingerprinting St. George	St. George	www.yupfingerprinting.com	435-359-6668

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Option #2: Fingerprint Cards (FD-258)

If you schedule an appointment with one of the fingerprint card vendors below, you will need to submit two (2) fingerprint cards directly to the Division along with the attached *Fingerprint Card Submission* form. You can drop off your cards in person, or mail them in to one of the addresses below. Please allow up to 10 days AFTER the fingerprint cards are RECEIVED by the Division for results to be processed, at which time RELMS will allow you to renew.

Submission Addresses:

Fastest Option
Physical Address (Use for UPS/FedEx/In-Person)

Heber M. Wells Building
Utah Division of Real Estate, 2nd Floor
160 E 300 S
Salt Lake City UT 84111

This option can take up to 10 days to arrive at the Division of Real Estate and my delay results
Mailing Address (Use for US Postal Service)

Utah Division of Real Estate
PO Box 146711
Salt Lake City UT 84114-6711

You may use any fingerprint vendor as long as they use the correct FD-258 cards. Possible vendors may include local police stations and public safety offices. Here is a list of possible vendors:

Vendor Name	Location by City	Website/Scheduling Info	Phone
Any Local Police or Sheriffs Office for card print	Anytown		
BCI Utah Bureau of Criminal Identification	Taylorsville		801-965-4445 Option 6
Bountiful Police Department	Bountiful	www.bountifulcitypd.com/fingerprinting	801-298-6000
Bureau of Criminal Identifaction	Taylorsville		801-965-4445
Carbon County Sheriff's Office	Price		435-636-3254
Central Utah Educational Services	Richfield		435-896-4469
Daggett School District	Manila		435-784-3174 x100
DEPARTMENT OF HEALTH	Salt Lake City		801-273-2994
Developmental Disability Management Services	American Fork		801-642-2087
Dixie State University - Campus Police	St. George	publicsafety.dixie.edu	435-236-4000
Duchesne School District	Roosevelt	Appointment only	435-725-4500
Emery School District	Huntington		435-687-9846
Grand County Sheriff's Office	Moab		435-259-8115
Grand School District	Moab		435-259-5317
Iron County Sheriffs Office	Cedar City		435-867-7500
Juab School District	Nephi		435-623-1940
Kane County Sheriff's Office	Kanab		435-644-4916
Morgan County School District	Morgan		801-829-3411
Murray School District	Murray		801-264-7487
North Salt Lake Police Department	North Salt Lake		801-335-8650
Orem Citizen Help Center	Orem		801-229-7275
Pleasant Grove Police Department	Pleasant Grove		801-785-3506
Provo City Center	Provo		801-852-6000
Rich County School District	Randolph		435-793-2135 x100
San Juan School District	Blanding		435-678-1215
San Juan Sheriff's Office	Monticello		435-587-2237
Saratoga Springs Police Department	Saratoga Springs		801-766-9793
Sevier County School District	Richfield		435-896-8214
Snow College Public Safety	Ephraim		435-283-7170
Southeast Utah Education Service Center	Price		435-627-1173
Southern Utah University	Cedar City		435-586-7793
Springville Police Department	Springville		801-491-5521
Tooele School District	Tooele		435-833-1900 x1100
Uintah School District	Vernal	usdlivescanappt.youcanbook.me	435-781-3100 x1007
Utah State University Public Safety	Logan	usupolice.youcanbook.me	435-797-1939
Washington County Justice Court	St. George		435-634-5728 x2401

Utah Division of Real Estate

The Mission of the Utah Division of Real Estate is to protect the public and promote responsible business practices through education, licensure, and regulation of real estate, mortgage, and appraisal professionals.

Authorization for Direct Electronic Submission
-- REAL ESTATE SALES AGENT or BROKER --

*** Authorization for fingerprinting ONLY VALID within 45 days of license expiration***

Instructions for Licensees:

1. Print and bring this form, along with a valid Driver's License or Passport, to an approved direct electronic fingerprint vendor location. **Enter your Social Security Number and Sign the form.**
2. Allow 5 business days for prints to be processed and reviewed. If you still are unable to renew your license in the RELMS system, please contact the Division.
3. **Do not get fingerprinted again unless directed to do so by the Divison. Do not submit fingerprint cards if fingerprints were transmitted by an approved direct electronic submission vendor.**

Instructions for Fingerprinting Vendor:

1. Do not accept forms where OCA, applicant name, DOB, or license expiration are handwritten.
2. Form data must be computer generated except for SSN#, fingerprint date, and signature.
3. **Enter the License # from below in the OCA or Agency number field in Live Scan software.**
4. **OCA and SS# must be entered before transmission.**

Required Direct Electronic Submission Fingerprinting Data

Required Entry **License Number:** (Enter in the OCA or Agency Number field)	0000000-SA00
Required Entry **Applicant Social Security #:**	<<
Applicant Full Legal Name:	LICENSEE NAME
Applicant Date of Birth:	1/1/2000
Fingerprint Date:	
License Expiration Date:	1/1/2000
Applicant Signature:	<<

Agency Billing Information

BILLING CODE	REASON FINGERPRINTED	AGENCY	WIN/FBI
B1015	**61-2f-204**	**UCA**	**NFUF**

FINGERPRINTING VENDORS USE ONLY

Fingerprint technician must sign, date, and fill in the Applicant TCN and retain form.

Applicant TCN#: _____

Technician Signature: _____ **Date:** _____

Revision 7/6/2021

Utah Divison of Real Estate **FINGERPRINT CARD** Submission Form

-- REAL ESTATE SALES AGENT or BROKER --

This form must be submitted with your fingerprint cards

NAME:	LICENSEE NAME
LICENSE #:	0000000-SA00
LICENSE EXPIRES:	1/1/2000

Please follow the instructions on this form and then submit it along with your fingerprint cards.

INSTRUCTIONS

1. Have fingerprints taken on two (2) FD-258 fingerprint cards at any fingerprinting vendor.

2. Ensure that the required information is filled out on fingerprint cards (see example on next page).

3. Mail or drop off fingerprint cards to one of the following addresses:
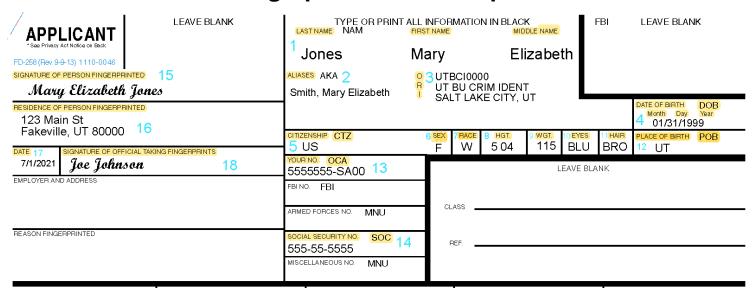
   Fastest Option
   Physical Address (Use for UPS/FedEx/In-Person)

   Heber M. Wells Building
   Utah Division of Real Estate, 2nd Floor
   160 E 300 S
   Salt Lake City UT 84111

   This option can take up to 10 days to arrive at the Division of Real Estate and may delay results)
   Mailing Address (Use for US Postal Service)

   Utah Division of Real Estate
   PO Box 146711
   Salt Lake City UT 84114-6711

4. Allow up to 10 business days, from the date the cards are received by the Division, for prints to be processed and reviewed. If you still are unable to renew your license in the RELMS system, please contact the Division.

5. Do not get fingerprinted again unless directed to do so by the Division. **Do not submit fingerprint cards if fingerprints were transmitted by an approved direct electronic submission vendor.**

Agency Billing Information			
BILLING CODE	REASON FINGERPRINTED	AGENCY	WIN/FBI
B1015	**61-2f-204**	**UCA**	**NFUF**

Fingerprint Card Example

APPLICANT
* See Privacy Act Notice on Back

FD-258 (Rev. 9-9-13) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI   LEAVE BLANK

LAST NAME NAM   FIRST NAME   MIDDLE NAME
1
Jones   Mary   Elizabeth

SIGNATURE OF PERSON FINGERPRINTED   15
Mary Elizabeth Jones

ALIASES AKA 2
Smith, Mary Elizabeth

ORI 3 UTBCI0000
UT BU CRIM IDENT
SALT LAKE CITY, UT

RESIDENCE OF PERSON FINGERPRINTED
123 Main St
Fakeville, UT 80000   16

DATE OF BIRTH DOB
Month Day Year
4 01/31/1999

CITIZENSHIP CTZ
5 US

	6 SEX	7 RACE	8 HGT.	9 WGT.	10 EYES	11 HAIR	PLACE OF BIRTH POB
	F	W	5 04	115	BLU	BRO	12 UT

DATE 17   SIGNATURE OF OFFICIAL TAKING FINGERPRINTS
7/1/2021   *Joe Johnson*   18

YOUR NO. OCA
5555555-SA00   13

LEAVE BLANK

CLASS _____

EMPLOYER AND ADDRESS

FBI NO.   FBI

ARMED FORCES NO.   MNU

SOCIAL SECURITY NO. SOC 14
555-55-5555

REF. _____

REASON FINGERPRINTED

MISCELLANEOUS NO.   MNU

1. **Name (NaM) Block** - Last (required), First (required), Middle (if applicable)

2. **Aliases (AKA) Block** - Enter all former names/aliases (if applicable)

3. **Originating Agency Identifier (ORI) Block** - The ORI number may be pre-printed on the card

4. **Date of Birth (DOB) Block** - (MM/DD/YYYY)

5. **Citizenship (CTZ) Block** - Write the current country of citizenship, not residence. If you currently have citizenship in a different country, even if you are in the process of gaining US citizenship, you should enter the other country.

6. **Sex (SEX) Block** - Sex must be indicated by either "F" (female), "M" (male), "X" (other)

7. **Race (RACE) Block** - Race must be indicated by one of the following codes: "A" (Asian or Pacific Islander), "B" (Black), "I" (American Indian or Alaskan Native), "U" (Indeterminable Race), or "W" (Caucasian, Hispanic, or Latino)

8. **Height (HGT) Block** - Height must be expressed in feet and inches (rounding to the nearest inch), no fractions). Inches less than 10 should be preceded by a 0. Ex: five feet four inches should be entered as "504" and six feet even should be "600".

9. **Weight (WGT) Block** - Weight should be expressed in pounds. Rounding to the nearest pound, no fractions.

10. **Eye Color (EYES) Block** - Indicate eye color using one of the following codes: "BLK" (black), "BLU" (blue), "BRO" (brown), "GRY" (gray), "GRN" (green), "HAZ" (hazel), "MAR" (maroon)

11. **Hair Color (HAIR) Block** - Indicate hair color using one of the following codes: "BLD" (bald), "BLK" (black), "BLN" (blonde or strawberry), "BLU" (blue), "BRO" (brown), "GRN" (green), "GRY" (gray or partially gray), "ONG" (orange), "PLE" (purple), "PNK" (pink), "RED" (red), "SDY" (sandy), "WHI" (white), "XXX" (unknown)

12. **Place of Birth (POB) Block** - Enter abbreviation for state, territorial possession, province (Canadian), or country of birth (do not list a county).

13. **Originating Case Agency (OCA) Block** - Enter your Divison of Real Estate issued license number, including suffix. Ex: 1234567-SA00, 1234567-PB00, 1234567-LA00

14. **Social Security No (SOC) Block** - Enter social security number

15. **Signature of Person Fingerprinted Block** - fingerprinted licensee's signature

16. **Residence of Person Fingerprinted Bloxk** - fingerprinted licensee's address of residence (no PO Box)

17. **Date Block** - Date fingerprinted (MM/DD/YYYY)

18. **Signature of Official Taking Fingerprints Block** - Signature of person taking fingerprints