UTAH DEPARTMENT OF HEALTH
DIVISION OF FAMILY HEALTH AND PREPAREDNESS
BUREAU OF HEALTH FACILITY LICENSING, CERTIFICATION AND RESIDENT ASSESSMENT

PO BOX 144103
SALT LAKE CITY, UT 84114-4103
(801) 538-6158
(800) 662-4157 toll free
(801) 538-6163 Fax

Print Form

Version: April 2012

INDIVIDUAL BACKGROUND SCREENING APPLICATION

INFORMATION AND INSTRUCTION

Confidentiality

The Bureau of Health Facility Licensing, Certification and Resident Assessment will keep the information acquired confidential. No confidential details of the report will be released to the applicant or disclosed over the phone.

Purpose

The Bureau of Health Facility Licensing, Certification and Resident Assessment's Criminal Background Screening process has been developed to aid in the protection of the health and safety of the vulnerable, disabled and elderly. Through researching various criminal data systems, the Bureau determines whether a direct patient care individual has been charged with or convicted of any crime or has a substantiated finding of abuse or neglect of children or adults. In addition, juvenile records are reviewed for any charges or convictions for individual's under the age of 28.

Applicant Instructions and Information

1. Complete all information requested and answer all questions to the best of your knowledge and provide any additional documentation necessary. If any section is not applicable to you, please indicate by "N/A".
2. If any of the findings of a criminal record with any conviction(s) as defined in Utah Administrative Code Background Screening R432-035 - you and your employer will receive written notification of anynon-clearance.
3. False information may exclude you from obtaining clearance for employment providing direct care in a "covered" health care facility.
4. If you have questions regarding the criminal background screening process, please contact our office at: (801) 538-6158 or toll-free at 1-800-662-4157. All other questions should be directed to your employer's Human Resource Manager.

Covered Entity/Employer

Covered health care facilities are Home Health Agencies, Hospice Agencies, Nursing Care Facilities, Assisted Living Facilities, Small Health Care Facilities and End Stage Renal Disease Facilities.
Covered employer is an individual who is not a covered health care facility, is not a licensed business within the state, and is hiring an individual to provide services to an elderly or disabled person in the home of the elderly or disabled person

1. Submit one form for each employee hired and defined by the Administrator as providing direct care to residents/patients for your facility.
2. An application fee of **$13.00** for each applicant.
3. If the applicant has not had residency in Utah for the last five years and had not submitted fingerprints in the last five years, submit a completed fingerprint card and an additional fee of **$36.50** to process a FBI National Criminal History Record Check.
4. Submit a **business check, bank check, or money order** (**personal checks not recommended**) payable to "Utah Department of Health".
5. Prior to submitting the application and fingerprint card ensure the following information is included and accurate:
   - Application:
     All required information including the Date of Birth, Social Security Number and all signatures
   - Fingerprint Card (Do Not use highlighting on the Card):
     All required information including sex, race, height, weight, eye color, hair color, place of birth, and all signatures.
6. For questions call our office at (801) 538-6158 or toll-free 1-800-662-4157.
7. Mail the Application, fingerprints and all fees to:

Bureau of Health Facility Licensing, Certification and Resident Assessment
Attn: Criminal Background Screening
PO Box 144103
Salt Lake City, UT 84114-4103

Denial Information

The Bureau of Health Facility Licensing, Certification and Resident Assessment shall initially deny clearance for applicants with any felony or misdemeanor A convictions and specific misdemeanor convictions that fall under Utah Criminal Code as offenses against the family, offenses against the person, pornography, prostitution or any type of sexual offense, i.e., simple assault, domestic violence, lewdness, prostitution, child abuse, etc. We may also deny clearance on a pattern of convictions in excess of four (4) regardless of offense, and for failure to declare convictions. If there is an error on an applicant's criminal record or if the applicant is eligible to have their record expunged, it is the applicant's responsibility to resolve the matter by contacting: The Utah Department of Public Safety, Bureau of Criminal Identification at (801) 965-4445. When the matter is resolved, the applicant must provide legal documentation of the expungement, dismissal, etc. to be considered for clearance.