



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Utah Department of Health

W. David Patton, Ph.D.
Executive Director

Division of Family Health and Preparedness

Marc E. Babitz, MD
Division Director

Bureau of Child Development

Teresa Whiting
Bureau Director

November 28, 2014

Dear Child Care Provider:

In order to better handle our background screenings and to help you avoid repetitive background screening fees, **Child Care Licensing** has implemented the following changes to the **background screening process**:

1. There will be **only one Background Screening Form**. A copy of this new form is included. You can also access this form on our website at childcarelicensing.utah.gov. This will be the only form you will have to use for either a new covered individual or for an individual's annual background screening renewal. No other forms are required. **Please use one form per individual**. By doing so, you will help us protect the personal and private information of each applicant and keep their identifying information as accurate as possible. An individual background form will also help us facilitate the processing of payments and the proper application of fees. These forms are not connected to your license or residential certificate renewal, but have to be submitted every year so the covered individuals are allowed to have access to the children in care.
2. After passing the background screening, each covered individual will receive a **Background Screening Card** (see example of card below). This card will have an annual **expiration month** based on the date the covered individual passes the background screening. To keep this card active, a new Background Screening Form and the required fees must be submitted every year before the last day of the expiration month on the covered individual's card. Covered individuals can use the Background Screening Card to work at any childcare facility as long as their card is active. Thus, a background screening and fee will be required only once a year regardless of how many facilities they are associated with. More information about this card is on the back side of the Background Screening Form.

Please feel free to contact our Background Screening Unit at 801-883-4675 with any questions related to this process.

Thank you for your hard work and dedication on behalf of Utah's children!

Sincerely,

Simon Bolivar
Child Care Licensing
Program Administrator



**Child Care
Licensing
Program**

Background Screening Approval

For: **Covered Individual**



This card can only be used to provide child care in the state of Utah. This card is not transferable. You must submit a new background screening form each year in order to keep this card active.

FBI Approval Date: 01/01/2014
BCU Caregiver ID: **1234567B**
Expiration: **September 30**

