

WSU Family Studies Fingerprinting Process

Option 1 (2 parts):

Part 1 - Background Check Process

To complete the background check process part 1 please do the following.

1. Find a Livescan fingerprinting location. A helpful way to find a Livescan fingerprinting location, is to type "Livescan fingerprinting near me" within your search engine.
2. Identify a Livescan fingerprinting location where you would like to go.
3. Make an appointment
4. Verify the Livescan fingerprinting procedure by contacting the Livescan fingerprinting location before you go there.
5. If choosing the BCI location in Taylorsville please use the following website. <https://bci.utah.gov/> While on this website click on the tab titled "Schedule Your Fingerprinting Appointment." You will see that the tab has a fingerprint symbol on it as well.
6. As a note, the appointments may vary in costs.
7. After you have set up your Livescan appointment, pay the first of two payments to the Cashier's office in the Student Services Center, Room 209, on Main Campus of Weber State University. Amount to be paid is \$26.25.
8. Make sure that you let the Cashier's office know that the payment is for the CHF/FAM Background Check.
9. Receive a receipt from the Cashier's office so that you can turn it in to Danielle Orozco (CHF Office Manager)

Part 2 - Background Check Process

1. Turn in your receipt from the Cashier's office to Danielle Orozco (Office Manager) in the McKay Education Building Room 204.
2. Danielle Orozco will give you a Utah Consent to Background Check Form. Fill out the form and turn it in to Danielle Orozco.
3. Danielle Orozco will give you a Livescan Authorization Form.
4. Fill out your portion of the Livescan form.
5. Bring the Livescan form to your Livescan appointment. (If you do not have this form with you, you will not be able to complete the Background Check process).
6. Pay the associated fee and complete the Livescan Fingerprinting Process.
7. After you have completed all of the outlined steps we will let you know if any issues have come up during the Background Check process.

Option 2:

1. Make an appointment with a Livescan location.
2. Go to Weber State to make the payment at the Cashiers office and keep your receipt.
3. Turn in your receipt to Danielle Orozco in room 204 of the Education Building.
4. Receive the Livescan fingerprinting form and the Utah Consent to Background Check form from Danielle.
5. Fill out your Livescan form and Utah Consent to Background Check form.
6. Give Danielle your Utah Consent to Background Check form.
7. Take the Livescan fingerprinting form, that you filled out, to your Livescan fingerprinting appointment.