**Background Check Process**

To complete the background check process please do the following:

A. Make your first payment. Go to the Weber State University, Main Campus (Ogden) Cashier's office in the **Student Services Center, Room 209.** Amount to be paid is **$26.25 (cost may change from semester to semester)**.

* Make sure that you let the Cashier's office know that the payment is for the CHF/FAM Background Check.
* If you are taking this course and live quite a distance from Ogden feel free to contact the Cashier's office by phone or email.

B. Receive a receipt from the Cashier's office so that you can turn it in to Danielle Orozco (CHF Office Manager)

C. Turn in your receipt from the Cashier's office to Danielle Orozco (Office Manager) by email at danielleorozco@weber.edu or in-person in the M7 Portable (upper tier by the football stadium), Room 703.

D. Danielle Orozco will send/give you a Utah Consent to Background Check Form. Fill out the form and return it completed back to Danielle Orozco.

E. Danielle Orozco will also provide/email you a **Livescan Authorization Form**.

G. Fill out your portion of the Livescan form and **keep it with you for your Livescan Fingerprinting appointment**.

H. Find a Livescan fingerprinting location. A helpful way to find a Livescan fingerprinting location, is to type "[Livescan fingerprinting near me](https://www.google.com/search?q=livescan+fingerprinting+near+me&rlz=1C5CHFA_enUS912US913&oq=livescan+&gs_lcrp=EgZjaHJvbWUqBwgDEAAYgAQyBggAEEUYOTIHCAEQABiABDINCAIQABiDARixAxiABDIHCAMQABiABDIPCAQQABgKGIMBGLEDGIAEMgcIBRAAGIAEMgcIBhAAGIAEMgYIBxBFGEDSAQg2Mjc2ajBqN6gCALACAA&sourceid=chrome&ie=UTF-8)" within your search engine.

I. Identify a Livescan fingerprinting location where you would like to go.

J. Make an appointment with a Livescan fingerprinting location.

* + Verify the Livescan fingerprinting procedure by contacting the Livescan fingerprinting location before you go there.
	+ 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.
	+ As a note, the appointments may **vary in costs.**

K. Bring the Livescan Authorization form to your Livescan Fingerprinting appointment. (If you do not have this form with you, you will not be able to complete the Background Check process).

L. Please make sure to turn in your Livescan Authorization form while at your appointment.

M. Pay the associated fee and complete the Livescan Fingerprinting Process.

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.

 Revised Feb-29-24