

## ***Obtain a Copy of Your Own Criminal History Record***

---

Individuals may obtain a copy of their own Utah criminal history in person at our office, or through the mail.

Where to Apply:

Bureau of Criminal Identification  
3888 West 5400 South  
Salt Lake City, Utah 84129  
Phone: 801-965-4445  
Fax: 801-965-4749

### **IN PERSON:**

Individuals may come into our office and obtain a copy of their own Utah criminal history.

- Fee is \$15.00, payable in cash, personal check, VISA or MasterCard, money order, or cashier's check.
- A valid form of government issued picture ID **must** accompany the request. Utah Driving Privilege Cards will NOT be accepted as valid ID.
- Hours are 8:00 am to 5:00 pm, Monday through Friday, excluding weekends and state holidays.

### **THROUGH THE MAIL:**

Download and fill out the [Criminal History Record Application](#) (Criminal Background Check). Follow the instructions on the form, and mail the completed application and fee to our office.

For more information, please call the Bureau of Criminal Identification at 801-965-4445.