



SUU LiveScan Fingerprint Authorization Form **For Authorized Adults Working with Minors**

As defined by Policy 5.64 *Minors on Campus and at University-Sponsored Events*, you have been identified as an Authorized Adult working with minors in a Southern Utah University sponsored or co-sponsored program or activity. As such, you are required to complete a LiveScan Fingerprint background check.

To ensure the completion of your background check, please carefully read and follow the steps below.

Step 1: Complete and sign the following applicant information:

Agency Code: **B1075**

RFP/Statute: **UCA 53B-1-110**

Type of Background Check: **NFUF**

First Name: _____ Middle Name: _____

Last Name: _____ Alias/Aliases: _____

Date of Birth _____ Last 4 digits of Applicant's Social Security Number _____

I, the undersigned applicant, certify that the above information is true and correct and that I have completed the Utah Consent to Background Check form.

Applicant Signature: _____ Date: _____

Step 2: Get approval from the Activity's Program Director.

You will need approval from the Program Director of the University-sponsored or co-sponsored program or activity involving minors. The Program Director's signature and billing index are required. Applicants can pay at the SUU Cashier's Office or [online](#).

Program Director Name: _____

Program Name: _____

Department Name: _____

Department Accounting Index: _____

I, the undersigned Program Director, approve the background check for the above applicant and authorize the use of the above accounting index to cover the cost of the background check and the SUU Police Department fee.

Program Director Signature: _____

Step 3: Complete your fingerprint background check with the SUU Police Department

The SUU Police Department is available to take fingerprints on Tuesdays and Wednesdays between 2:00 PM and 5:00 PM located at 36 North 300 West Cedar City, Utah. Please call to check availability at 435-586-7793. You must present this form (with completed steps 1 & 2) and a current, valid government-issued photo identification (i.e. driver's license, State ID, Military ID, etc.) in order to be fingerprinted.

Authorizing Signature (Fingerprint Technician) _____ Date: _____

Step 4 : Return this completed form to the SUU Human Resources Office.

The Human Resources office is located on the 3rd floor of the University Campus Services Building 216 S 200 W Cedar City, Utah. Representatives from the Human Resources Office shall "Approve" or "Not Approve" applicants to work in programs involving minors based on background check results received from Utah BCI.

HR Representative Name: _____

Date: _____

Approved – Above applicant is approved to work in programs working with minors.

Not Approved – Above applicant is not-approved to work in programs with minors.

Revised 08/29/2025