



Background Screening Information Utah Bureau of EMS

Utah law requires the Bureau of Emergency Medical Services (BEMS) to exclude from EMS licensure any individual who may pose an unacceptable risk to the public health and safety, as indicated by an applicant's history. BEMS conducts a background screening on anyone who seeks a license as an EMS Professional, this includes an FBI background screening.

After an applicant has submitted their EMS Professional application and paid their fees, BEMS will send the applicant an electronic livescan document through their BEMS account at emslicense.utah.gov.

1. Print out your LiveScan Authorization form (DACS Form). It can be located in the Documents area on the left hand side of your account at emslicense.utah.gov. In order to get your fingerprints done, you must have this form on hand. It is recommended to use a computer to print your form.

Under My Account > Documents. The file will be saved as DACS Form.

2. Please check this form for any inaccuracies or 'unknown' information. If there are any errors, or the form is expired, please email clearance-ems@utah.gov. The Bureau of EMS will then fix any issues you are seeing on your DACS form.

3. Attached you will find all the approved LiveScan facilities where you can be fingerprinted in Utah. For out of state please send hard copy prints and the DACS form to:

DEPT OF PUBLIC SAFETY
ATTN: EMS
PO BOX 141775
SALT LAKE CITY UT 84114-1775

4. Make sure the LiveScan facility inputs the OAC/Agency Code. These codes will report your background directly to the Bureau of EMS, there is no need to send us the signed form. The OAC/Agency code is in the Applicant Information section of the form.

NOTE: Most of the approved LiveScan locations require an appointment in order to get printed. For questions or concerns with the background screening process you can call (801) 272-6666 option 2 or email clearance-ems@utah.gov.

Frequently Asked Questions

If your question cannot be answered with the following information, please email the EMS Background Processing at clearance-EMS@utah.gov. Sending your questions will help us serve the public more effectively.

Q. How do I know which offenses found on my record will keep me from becoming licensed as an EMS Professional?

A. Please refer to Utah Administrative Rule R-911-5-3200, "Background Screening Clearance for EMS Certification" (6), (i) for categories that will cause your license to be automatically denied.

Q. Will speeding tickets hinder my efforts at becoming a state licensed EMT?

A. No

Q. Do I need to report arrests, charges, convictions, plea in abeyance, etc.?

A. An applicant or currently licensed EMS personnel are required to notify the BEMS, in writing, within seven days of the initial offense. Notification is required upon the arrest/charge. In other words, don't wait to see whether you are convicted before notifying the BEMS. Use Self-Report Form" found on ems.utah.gov under Regulations> Compliance> Compliance Forms. Send the Self-Report Form to clearance-EMS@utah.gov.

Q. Can I find out before my class starts if my background screening is approved?

A. No, we do not do pre course background screenings. However, you can pay for a separate background screening through the Bureau of Criminal Investigations.

Report a Criminal Offense

Utah Administrative Rule R911-5-3200 requires criminal offenses by licensed EMS personnel to be reported:

(7) A licensed EMS individual who has been arrested, charged, or convicted shall notify the bureau and all employers or affiliated entities who utilize the EMS individual's license within 7 business days. The licensed EMS individual shall also notify the bureau of all entities they work for or are affiliated with.

(8) All licensed or designated EMS providers who are notified or become aware of a licensed EMS individual arrest, charge or conviction shall notify the Department within 7 business days."

Reports must be submitted in writing. The attached form may be used to report the arrest, charge, or conviction of licensed EMS personnel.