Resources for

Criminal Background Check, Fingerprinting, Drug Screen and Immunizations

GENERAL INFORMATION—In the event an internship provider requires a background check, fingerprinting, drug screening and/or immunizations; it is the student's obligation to arrange and pay for any such requirements. It is the student's obligation to comply with such requirements when requested by the internship/experience provider; otherwise, the internship/experience provider has the right to not accept a student as an intern.

PROCEDURE—The background check, drug screen, or fingerprinting will be initiated by the student if required as part of the process for obtaining a desired internship. Please allow six to eight weeks to complete the process. Failure to submit materials may result in not being able to participate in the chosen internship. **All expenses associated with background checks, fingerprinting, drug screening and immunizations are the sole responsibility of the requesting student.** The following information is provided solely to assist you in these efforts.

LOCATIONS—These lists are provided to help students choose and fulfill the internship/experience provider's requirements if no other options are available. It is not intended to replace personal physicians, university clinics, or any other credible services. Always be sure to double check times and locations by calling the organizations below.

Immunizations				
Company	**Address**	**Telephone**	**Hours**	**Cost**
BYU Student Health Center	SHC Provo, UT 84606	801-422- 2771	M–F • 8:00 am–6:00 pm *(closed on all University holidays and for devotional)* Appointments can be made on the phone or online at health.byu.edu	Measles & Rubella $61.00, TB Screening (need apt.) $10.00, Hepatitis B (3 series) each $60.00, Chicken Pox (2 series) each $98.00 and Tdap $43.00.
Utah County Health Department Utahcountyonline.org	Health & Justice Bldg Ste 1900 151 S University Ave Provo, UT 84601	801-851-7025	M, Tu, F • 8:00 am–4:30 pm W • 8:00 am–7:00 pm Th • 9:00 am–4:30 pm No TB testing on Wednesdays after 4 pm or all day Thursdays Closed on Holidays	Measles & Rubella $65.00, TB Screening $15.00, Hepatitis B (3 series) each $44.00, Chicken Pox (2 series) each $98.00 and Tdap $45.00. *(Cash, in-state checks, Visa, MasterCard.)*

Background Checks				
Company	**Address**	**Telephone**	**Hours**	**Cost**
Provo City Police Department	48 S 300 W Provo, UT 84601	(801) 852-6210	Open M – Th 7:00AM - 6:00PM	$10.00. You go in person to the Provo City Police Department with a valid photo ID. They will perform a state wide search of your criminal record. If no records are found they will provide a notarized letter indicating that you do not have a criminal record in the state of Utah.
Bureau of Criminal Investigation (BCI) publicsafety.utah.gov/bci/crimrecords.html	3888 West 5400 South Taylorsville, UT 84129	801-965-4445	open M–F 8:00 am-5:00 pm	$15.00. You may obtain a copy of your Utah criminal history in person or through mail. Go to publicsafety.utah.gov/bci/crimrecords.html then click on "Criminal Records" then "I need to obtain a copy of my Utah Criminal history." Fingerprints are required to get a background check.* A third party release is required to send the information directly to the Internship Office.
Online Background Check Service	http://www.backgroundchecks.com/	N/A	N/A	~ $40-$80. Select the "Self Check" option and fill out all the relevant information. **

*** The Bureau of Criminal Identification can do fingerprinting, and process both your state and federal background check, but it may take longer to get the results, and it may cost more.**
****Please note that the turnaround time for this service has not been verified.**

Drug Screen				
Company	**Address**	**Telephone**	**Cost**	**Note**
Orem WorkMed	831 N 400 W, Orem	801-714-3200	$33	Need photo ID
Orem Work Care	601 N 1200 W, Orem	801-224-4211	$30	Need photo ID
Occupational Health Center International (OHCI)	1097 S Orem Blvd, Suite 1, Orem (There is also one in SLC)	801-561-2777	$40	Student Discount is $27

A Five-panel drug screen is required for Intermountain Health Care. Drug screen results should be available in about 24 hours for you to pick up and send to the Internship Office. The costs associated with a Nine-panel drug screen may vary, but are usually around $30 to $40. If you are outside of Utah, a hospital may conduct a drug screen. A Nine-panel drug screen tests for Amphetamines (including Methamphetamine), Barbiturates (such as Mephobarbital [Mebaral] and Pentobarbital Sodium [Nembutal]), Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates (including Codeine, Morphine, and Heroin) and phencyclidine (PCP). A Five-panel drug screen tests for Amphetamines (including Methamphetamine), cocaine metabolites, Marijuana Metabolites, Opiates (including Codeine, Morphine, and Heroin), and Phencyclidine (PCP).

Fingerprinting				
Company	**Address**	**Telephone**	**Hours**	**Cost**
BYU Police Department police.byu.edu	2120 JKB	801-422-2222	M–F • 10:00 am–2:00 pm	$10/2 cards. Each additional card will cost $3.00. Please bring a government-issued photo ID (driver's license, passport, military ID), as well as BYU ID. Bring payment in cash or check only.
Provo Police Department	48 S 300 W, Provo *East side of City Building*	801-852-6231 for appt	M,T,Th,F • 5:30 pm–7:00 pm Sat • 9:00 am–12:00 pm	$10/2 cards Provo City residents only Others—use BCI
Orem Department of Public Safety	95 E Center Street, Orem	801-229-7070	M–F • 11:00 am–1:00 pm M–Th • 5:00 pm–6:00 pm	Free for Orem residents Others—$30/2 cards
Bureau of Criminal Identification (BCI)	3888 W 5400 S Salt Lake City	801-965-4445	M–F 8:00 am–5:00 pm	$15/3 cards*

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