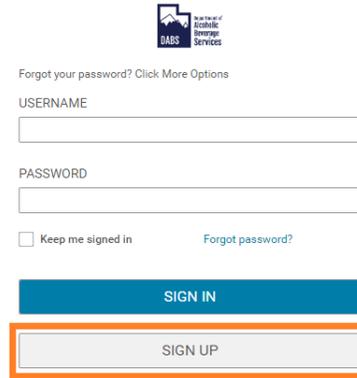
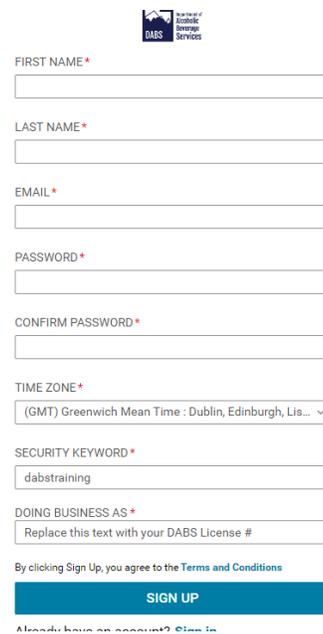


# DABS Fingerprinting & Background Check Instructions

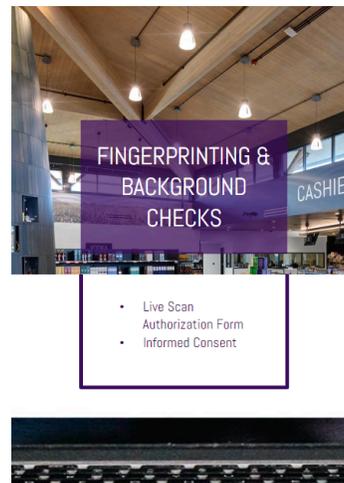
To complete the required fingerprinting and background check forms, you must register for a free DABS Learning Portal account by following this link, <https://utah-dabcpublic.sabacloud.com/>.



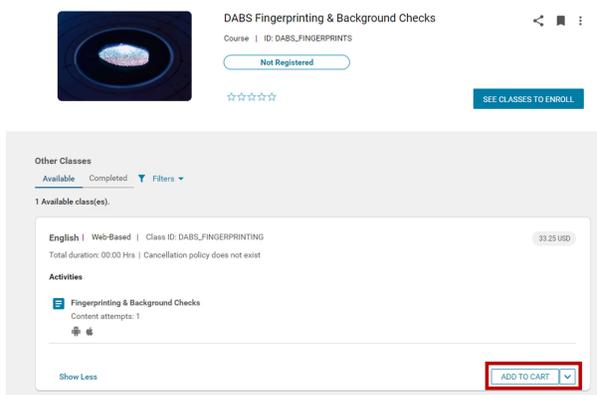
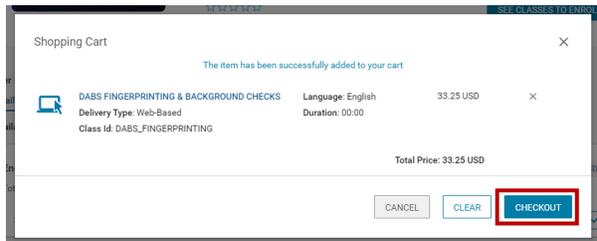
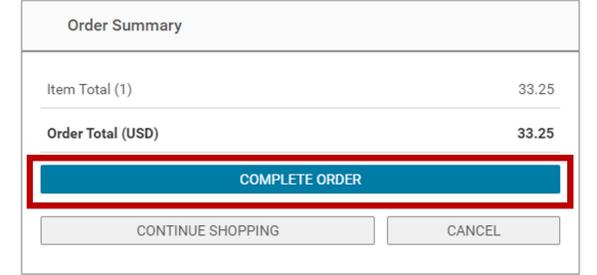
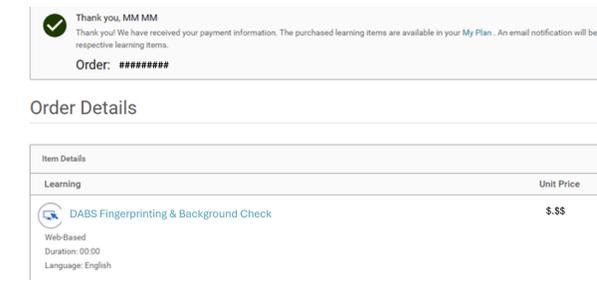
You will be asked for your First Name, Last Name, valid email, password, timezone, and DABS License #. Ensure that you delete the text that says, "Replace this text with your DABS License #" and replace it with your DABS License #. ***\*Security Keyword should not be altered or erased\****



Once on the home page select "**Fingerprinting & Background Checks**"



# DABS Fingerprinting & Background Check Instructions

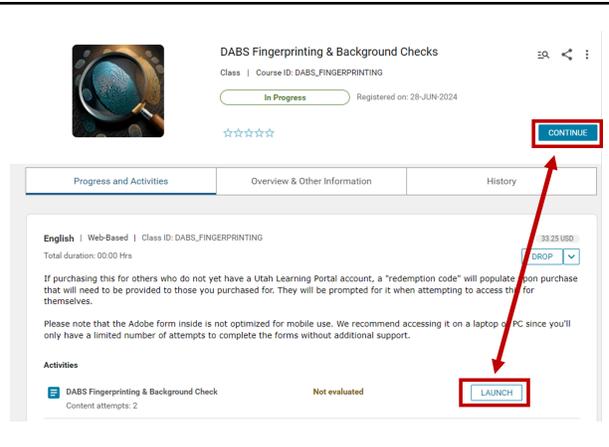
<p>Click "ADD TO CART"</p>	 <p>DABS Fingerprinting &amp; Background Checks</p> <p>Course   ID: DABS_FINGERPRINTS</p> <p>Not Registered</p> <p>SEE CLASSES TO ENROLL</p> <p>Other Classes</p> <p>Available Completed Filters</p> <p>1 Available class(es).</p> <p>English   Web-Based   Class ID: DABS_FINGERPRINTING 33.25 USD</p> <p>Total duration: 00:00 Hrs   Cancellation policy does not exist</p> <p>Activities</p> <p>Fingerprinting &amp; Background Checks</p> <p>Content attempts: 1</p> <p>Show Less</p> <p>ADD TO CART</p>										
<p>Review your cart to ensure you have selected "DABS Fingerprinting &amp; Background Checks" then proceed to "CHECKOUT".</p>	 <p>Shopping Cart</p> <p>The item has been successfully added to your cart</p> <p>DABS FINGERPRINTING &amp; BACKGROUND CHECKS Language: English 33.25 USD</p> <p>Delivery Type: Web-Based Duration: 00:00</p> <p>Class Id: DABS_FINGERPRINTING</p> <p>Total Price: 33.25 USD</p> <p>CANCEL CLEAR CHECKOUT</p>										
<p>Lastly, select "COMPLETE ORDER" which will open up a new page where you will enter your payment information.</p>	 <p>Order Summary</p> <p>Item Total (1) 33.25</p> <p>Order Total (USD) 33.25</p> <p>COMPLETE ORDER</p> <p>CONTINUE SHOPPING CANCEL</p>										
<p>After completing the payment you will be redirected to your payment confirmation page. Click on the <a href="#">hyperlinked blue font</a> to get started.</p>	 <p>Thank you, MM MM</p> <p>Thank you! We have received your payment information. The purchased learning items are available in your My Plan. An email notification will be respective learning items.</p> <p>Order: #####</p> <p>Order Details</p> <p>Item Details</p> <table border="1"><thead><tr><th>Learning</th><th>Unit Price</th></tr></thead><tbody><tr><td>DABS Fingerprinting &amp; Background Check</td><td>\$ 55</td></tr><tr><td>Web-Based</td><td></td></tr><tr><td>Duration: 00:00</td><td></td></tr><tr><td>Language: English</td><td></td></tr></tbody></table>	Learning	Unit Price	DABS Fingerprinting & Background Check	\$ 55	Web-Based		Duration: 00:00		Language: English	
Learning	Unit Price										
DABS Fingerprinting & Background Check	\$ 55										
Web-Based											
Duration: 00:00											
Language: English											

# DABS Fingerprinting & Background Check Instructions

Click either the “**CONTINUE**” or “**LAUNCH**” button to access the forms.

It is **not recommended** to use a mobile device to complete these forms. Please use a desktop or laptop as the Adobe form is **not** mobile-friendly.

Also, you will only have two attempts to complete the required forms.



Lastly, after submitting the required Adobe form, you will be prompted to confirm your email address. After entering it in the Adobe prompt, be sure to then go to that email address and click the “**Confirm my email address**” link found within the email.

This email will come from **Adobe Sign** with the subject line “**Please confirm your signature on DABS Informed Consent and Background Check Form.**”



Thank you for signing DABS Informed Consent and Background Check Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of DABS Informed Consent and Background Check Form as a PDF.

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