

Administrative hearing requests

Purpose

This document is provided as guidance and is not a legal document. It does not override or replace the need to be familiar with rules. Current rules may be found on [the DLBC website](#).

All applicants and licensed providers have the right to request an administrative hearing. This document outlines the process of requesting an administrative hearing.

Table of contents

1. [Administrative hearings and internal dispute resolutions](#)
2. [When to submit a request](#)
3. [How to submit a request](#)

Administrative hearings and internal dispute resolutions

An administrative hearing is a type of hearing that takes place before an administrative law judge at the Office of Administrative Hearings (OAH). Orders issued in administrative hearings are legally binding.

When DLBC receives an administrative hearing request, an **internal dispute resolution** will take place. An internal dispute resolution is an informal review conducted by DLBC administration prior to an administrative hearing. The purpose of conducting an internal dispute resolution is to determine if an issue is able to be resolved without an administrative hearing and whether all internal procedures were followed to fidelity.

If desired, a Licensee will have an opportunity to meet with DLBC administration to provide any additional information they would like to be considered during the internal dispute resolution in an effort to settle the dispute without the need for an administrative hearing.

Following the completion of an internal dispute resolution, if the action has been rescinded, a representative from DLBC will contact the individual who submitted the administrative hearing request.

If the action is upheld, DLBC will notify the provider of the results and OAH of the request. A representative from OAH will contact the individual who submitted the request to schedule a hearing.

When to submit a request

General administrative hearing requests must be submitted to DLBC within **15 calendar days** of being informed in writing of an action taken on your license or certification by DLBC.

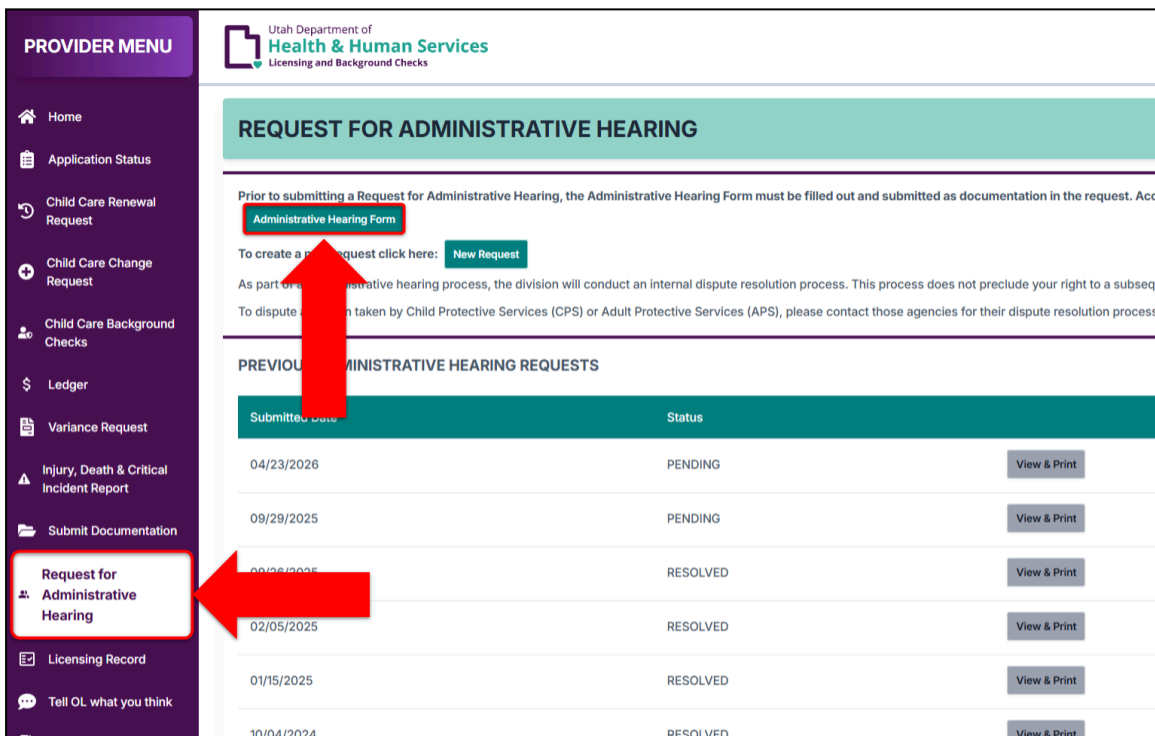
Administrative hearing requests regarding a notice of emergency agency action (NEAA) must be submitted to DLBC within **5 calendar days** of being informed in writing of the action.

You have the right to request an administrative hearing in response to any action taken by DLBC, such as:

- Background screening denial
- Issuance of a civil money penalty, warning of intent to revoke, or an inspection report
- Denial of a variance request

How to submit a request

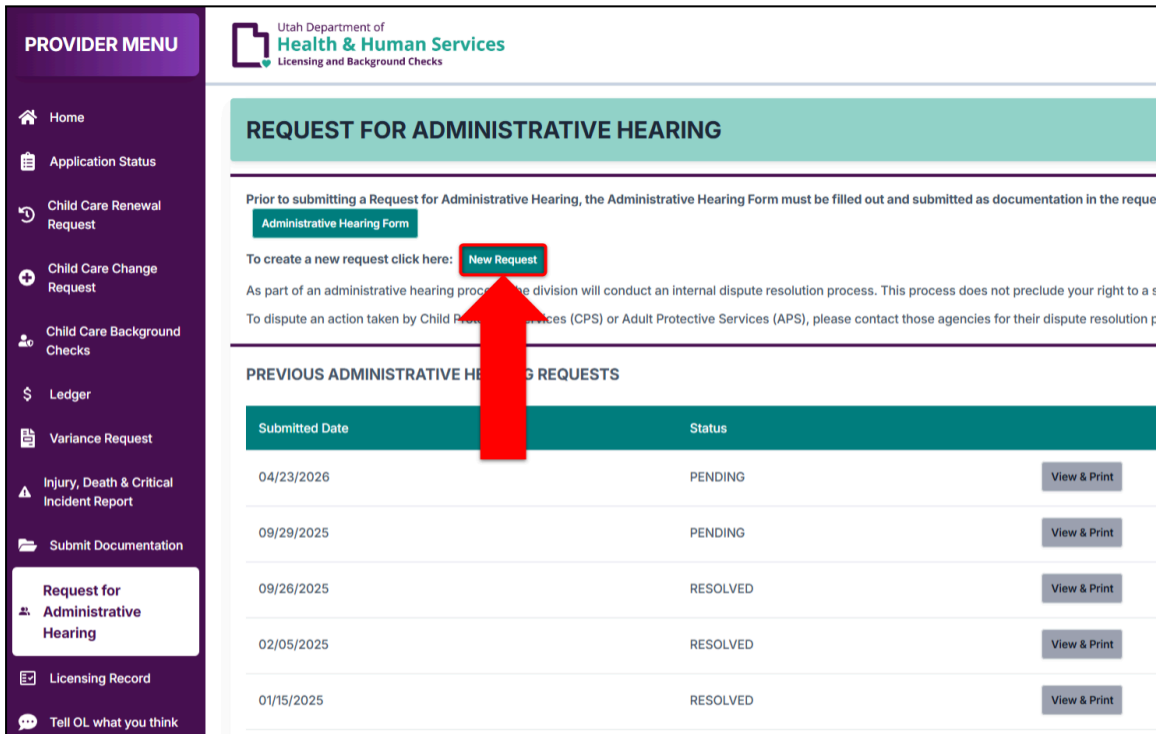
1. Log into the [provider portal](#).
2. Select the **Request for Administrative Hearing** tab under the provider menu, then click **Administrative Hearing Form**. *This form must be completed and attached to your request.*



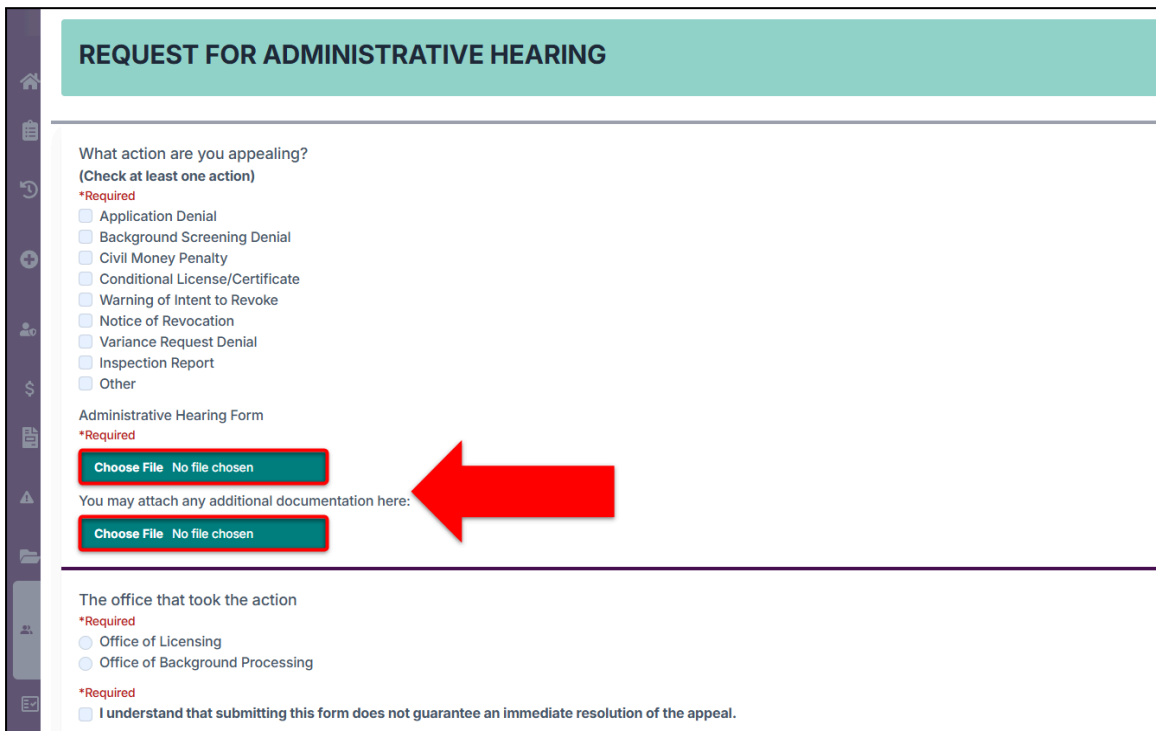
The screenshot shows the provider portal interface. On the left is a purple sidebar with a 'PROVIDER MENU'. The 'Request for Administrative Hearing' option is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'REQUEST FOR ADMINISTRATIVE HEARING'. It contains a red box around the 'Administrative Hearing Form' button, with a red arrow pointing to it. Below this is a 'PREVIOUS ADMINISTRATIVE HEARING REQUESTS' table.

Submitted Date	Status	View & Print
04/23/2026	PENDING	View & Print
09/29/2025	PENDING	View & Print
09/08/2025	RESOLVED	View & Print
02/05/2025	RESOLVED	View & Print
01/15/2025	RESOLVED	View & Print
10/04/2024	RESOLVED	View & Print

3. After completing and saving the form, go back to the provider portal and select **New Request**.



4. Fill all required fields and attach your completed **administrative hearing form**. *You may also attach any other supporting documents saved in a PDF format.*



5. Verify all information entered is accurate and click **Submit**.

The screenshot shows a web form for an administrative hearing request. At the top, there are radio button options: "Notice of Revocation", "Variance Request Denial", "Inspection Report", and "Other". Below these is the "Administrative Hearing Form" section, which is marked as "*Required". It contains two "Choose File" buttons, both showing "No file chosen". A message states "You may attach any additional documentation here:" followed by another "Choose File" button. The next section is "The office that took the action", also marked as "*Required", with radio button options for "Office of Licensing" and "Office of Background Processing". Below this is a "*Required" warning: "Understand that submitting this form does not guarantee an immediate resolution of the appeal." and a note to "hear from the Office of Administrative Hearings regarding scheduling a hearing." The form then asks for the "Name of individual completing form:" and "Email:", both marked as "*Required". At the bottom, there are "Submit" and "Cancel" buttons. A large red arrow points to the "Submit" button. The footer of the form displays the date "09/13/2023" and the status "RESOLVED".

If you do not have access to the provider portal, you may still submit an administrative hearing request by downloading and filling out an [administrative hearing request form](#). You must email your completed form to dlbc@utah.gov.