

Fingerprinting Instructions - Liquor Applicants Only

Who needs to get fingerprinted?

- Individuals registering as manager for a hotel-restaurant, lodging and entertainment or tavern liquor license.
- Officers, directors, managing members and members of a corporation or LLC.
- Ownership interest in a liquor license of 10% or more.

You can choose to either do electronic fingerprinting
OR
visit a law enforcement agency for the physical cards.

Electronic Fingerprinting:

- Visit www.coloradofingerprinting.com, set up an account to schedule an appointment to get fingerprinted using 6192LLQH as the CBI unique ID.
- Visit www.uenroll.identogo.com, enter code 25YQ6K on the first screen, then click on schedule or manage appointment and follow the instructions. The unique CBI code for this business is CONCJ6192.

Fingerprint Cards:

As of June 3, 2019, the Larimer County Sheriff's Office is no longer providing fingerprinting services for liquor license applications. You may visit another law enforcement agency* to be fingerprinted. However, your card must have the information below must be printed on it to be accepted. Please take this information with you to give to the officer that is fingerprinting you.

Employer and Address:
Fort Collins Police Services
2221 South Timberline Road
Fort Collins CO 80525

ORI: CO0350300, PD, FT COLLINS, CO
OCA: CONCJ 6192

Reason Fingerprinted: 44-3-307 (3)(c) Liquor License App.

*Your local law enforcement agency may or may not provide fingerprint services. Please contact them directly.

NOTICE

As part of the fingerprint process, the City of Fort Collins must notify you of the following with regard to fingerprint-based background checks:

1. Your fingerprints will be used to check FBI criminal history records.
2. You have the right to challenge the information in the FBI identification record by submitting a request to:

Colorado Bureau of Investigation (CBI)
690 Kipling Street - Suite 4000, Lakewood, Colorado 80215
Phone: 303-239-4208

<https://www.colorado.gov/pacific/cbi/employment-background-checks>

3. The procedures on how to change, correct or update an FBI identification record are set forth in Title 28, C.F.R., Section 16.34.
4. If you choose to challenge your FBI record, please notify the City Clerk's Office in writing immediately after submission of your challenge to CBI.

Your cooperation in following these instructions enables City staff to process your application without delay. Please call the City Clerk's office at 970-221-6515 if you have questions.