

FINGERPRINTING INSTRUCTIONS

Who Needs to Be Fingerprinted?

Fingerprints is required for each person named in application (officers, owners and manager). Note: physical fingerprint cards **will not** be accepted.

Where Do I Get Fingerprinted?

For Marijuana Licensing: Refer to the [MED Employee License](#) page for information to complete background checks. Also, refer to [Colorado Bureau of Investigation](#) has two vendors to complete background checks. Select your vendor (choice of two) and select the link for that vendor. Follow the instructions to create and manage an appointment. **You must pre-register and schedule appointment online. No walk-ins. There is a \$10.00 fee for either vendor to process your request.**

Vendors			
VENDOR	VENDOR	Hours	Fees
IdentoGO 844-539-5539	Colorado Fingerprinting 303-292-2722	9 am to 5 pm Monday-Friday	See online

1. Online Registration: Schedule or Manage Your Appointment: click the appropriate link and follow the instructions. Pick only one for your digital fingerprinting application.

NOTE: Legal Name must match exactly on all identification documents brought to enrollment.

[Retail Marijuana Licensure-Local \(City/County\)](#)

Service Code: 25YQ72

[Medical Marijuana Licensure-Local \(City/County\)](#)

Service Code: 25YQ8H

Enter CBI Account Number (CONCJ6192):

[What do I need to bring to enrollment?](#)

Find out which documents you need to bring to the enrollment center to facilitate processing.

- 2. Convenient Location and Time:** Use the Enrollment Center to select a convenient location, date and time for your appointment.
- 3. Payment or Billing Account:** After providing all required information you can pay with either credit card, money order or provide a billing account number if provided by your requesting institution.
- 4. Confirmation:** you receive an appointment confirmation with our Order Number by text and by email.
- 5. Fingerprinting:** go to the fingerprint location at your scheduled time. Provide the Order Number to the agent along with your government issued phot ID. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
- 6. Results are returned by CBI to Fort Collins Police Services 2221 S. Timberline Road, Fort Collins, CO 80525 (Entity requesting your report).**
- 7. Status:** you can login to the Enrollment Center at any time to see the status of your fingerprint submission
- 8. Questions?** Please call CBI Identification at 303-329-4208.

NON-RESIDENT CARDSCAN

Is available for those applicants residing outside of Colorado or physically unable to visit an Identogo location.

Agency	Hours	Fee
Follow the instruction sheet for Out of State Paper Care Submission Process	Varies	Varies

NOTE: You must Pre-enroll for cardscan at <https://uenroll.identogo.com/>

Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.

What Else Do I Need?

Please contact Identogo @ 844-539-5539 if you have any questions or need assistance. Click link below to answer questions.

[CABS Frequently Asked Questions](#)

Each set of fingerprints will be processed through the Colorado Bureau of Investigation and will be used to check criminal history records with the Federal Bureau of Investigation (FBI). **The Colorado Bureau of Investigation will return any card not completed in its entirety. A returned card will cause substantial delays. Please review your cards for completeness before submitting your application.**

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

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.