

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 an 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 Code: 25YQ8H	Colorado Fingerprinting 303-292-2722, code: 6192POTI	9 am to 5 pm Monday-Friday	See online
<p>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. Colorado Fingerprinting: Code: 6192POTI Marijuana Licensure-Local (City/County) Identigo: Service Code: 25YQ8H</p> <p>Enter CBI Account Number (CONCJ6192):</p> <p>What do I need to bring to enrollment? Find out which documents you need to bring to the enrollment center to facilitate processing.</p> <p>2. Convenient Location and Time: Use the Enrollment Center to select a convenient location, date and time for your appointment.</p> <p>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.</p> <p>4. Confirmation: you receive an appointment confirmation with our Order Number by text and by email.</p> <p>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.</p> <p>6. Results are returned by CBI to Fort Collins Police Services 2221 S. Timberline Road, Fort Collins, CO 80525 (Entity requesting your report).</p> <p>7. Status: you can log in to the Enrollment Center at any time to see the status of your fingerprint submission</p> <p>8. Questions? Please call CBI Identification at 303-329-4208.</p>			

NON-RESIDENT CARDSKAN

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 cardskan at <https://uenroll.identogo.com/>

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

[Instructions online:](#) Review [MED website for Third-Party Fingerprint Providers](#)

Fingerprint Cards: 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.

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

Employer and Address:

ORI: CO0350300, PD, FT COLLINS, CO

Fort Collins Police Services

OCA: CONCJ 6192

2221 South Timberline Road

Fort Collins CO 80525

Reason Fingerprinted: 44-10-104; 307-310 (4) *Regulated Marijuana Business License App.*

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.

Updated February 24, 2023



25YQ8H - Colorado Marijuana Licensure-Local (City/County)

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Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

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

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

ATTENTION!



All applicants are strongly encouraged to visit an enrollment center to have their fingerprints collected. Submitting a hard-card should be a last resort for either out of state applicants or home-bound applicants.

- Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency, fingerprint reason, or applicant demographic data, that results in the need to conduct a new fingerprint submission will be at the applicant's cost.
- Fingerprints submitted on hard-cards are typically of lower quality and often result in FBI rejections
- Processing of hard-card submissions takes significantly longer and will cause delays for you and your agency
- Please note, due to COVID-19 we are taking the precautionary measure to quarantine all incoming mail for 1 day before we begin our Card Scan Processing steps.

Please confirm with your agency or organization that you are eligible to submit your fingerprints by hard-card.

Cancel

Continue