

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?

[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. You 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
<p>NOTE: You must Pre-enroll for cardscan at https://uenroll.identogo.com/</p> <p>Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.</p> <ol style="list-style-type: none">1. Other: Register online at www.coloradofingerprinting.com2. Select "OUT OF STATE APPLICANTS"3. Payment: select credit card or money order for payment. If applicant selects credit card, their receipt they receive will prompt them to send in their fingerprint card(s) to 110 16th Street, 8th Floor, Denver, CO 80202. If applicant selects money order, they will be prompted to send in fingerprint cards along with money order to be processed. The address is the same as listed above.		

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

<https://www.colorado.gov/pacific/cbi/updated-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.

Updated March 18, 2019



Colorado Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Colorado or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at <https://uenroll.identogo.com/>. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided on the confirmation page printed during the pre-enrollment process. For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit <https://uenroll.identogo.com> and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". The main heading reads "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" with a blue "GO" button to its right. A red box highlights the input field and button. Below the input field, there is a link: "Don't know your Service Code? Contact your agency or [click here](#)." A small line of text below that says "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below this is a blue navigation bar with two sections: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below the navigation bar, there is a section titled "We provide the following additional services:" with three icons and descriptions: "State History Check" (with a folder icon), "Fingerprint Cards" (with a grid icon), and "Photo Services" (with a camera icon).

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? [Click Here](#)" to select from a list of agency names or use the agency ORI or contact your agency for assistance.

This is a close-up screenshot of the service code entry form. It features the heading "Enter your Service Code to get started." and a text input field labeled "Enter Code" with a blue "GO" button. A red box highlights the link "Don't know your Service Code? Contact your agency or [click here](#)." located below the input field.

Please note: Not all agency ORI's may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

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.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.

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

Cancel Continue

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

Apply Authorization Code

Authorization Code
 [Apply Coupon](#)

Pay With Credit Card

We Accept:


* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

Cancel < Back Submit >

- Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION :

Date:	MM/DD/YYYY	
UE ID:	UE ID Sample	
Applicant:	Sample Applicant	
Service:	Service Code - Service Code Name 228NR - Division of Personnel	

UZVV-12VNX9
UE ID Sample

Total Due:	\$0.00
Payments:	Total Charged to Credit Card
Card (1111)	Credit Card Authorization Number
Auth Number:	
Amount Paid as of MM/DD/YY	Amount Paid

2 (of 4) - SIGN AUTHORIZATION:

I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

X _____
Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

_____	_____
Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
_____	_____
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

- This printed and signed document.
- Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

IDENTOGO
CARDSCAN DEPARTMENT
6840 CAROTHERS PKWY STE 650
FRANKLIN, TN 37067-9929