

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 CARDS CAN

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.

[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: CON CJ 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 May 12, 2022



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 a FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. If the Police station or Sheriff's office does not have the FD-258 card, please contact michelle.bauman@state.co.us to get cards mailed to you.
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 this pre-enrollment process.

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

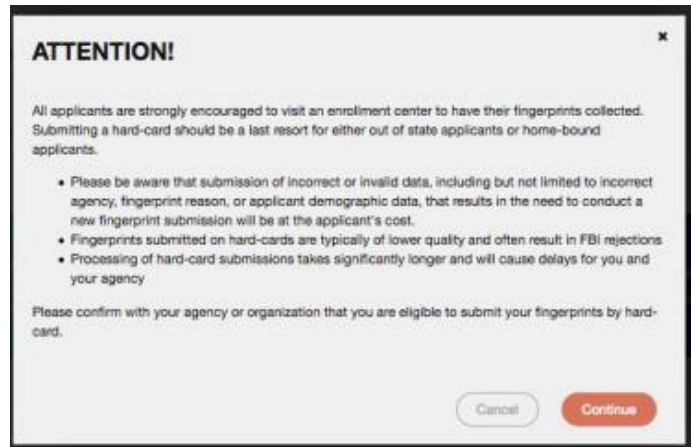
1. Visit <https://uenroll.identogo.com> and enter **25YGBJ** as the Service Code assigned to **Colorado MED**, then click the **GO** button.

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 content area has a dark background with the text 'Enter your Service Code to get started.' Below this is a white input field with the placeholder text 'Enter Code' and a blue 'GO' button to its right. A red rectangular box highlights the input field and the GO button. Below the input field, there is a link: 'Don't know your Service Code? Contact your agency or click here.' At the bottom of the main area, a blue banner contains two service options: 'Check the Status of your Service' with a checkmark icon and 'Manage an existing Appointment' with a calendar icon. Below the banner, a section titled 'We provide the following additional services:' lists three services: 'State History Check' (with a folder icon), 'Fingerprint Cards' (with a grid icon), and 'Photo Services' (with a camera icon).

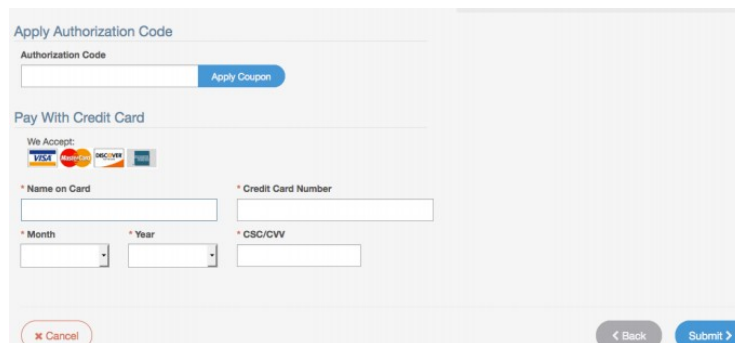
2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

The screenshot shows a selection screen with four options. The first option is 'Schedule or Manage Appointment' with the description 'Schedule an in-person appointment or change an existing appointment.' The second option is 'What do I need to bring to enrollment?' with the description 'Find out which documents you need to bring to the enrollment center to facilitate processing.' The third option is 'Locate an Enrollment Center' with the description 'Locate and get directions to an enrollment center near you.' The fourth option, 'Submit A Fingerprint Card by Mail', is highlighted with a red rectangular box and has the description '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.



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 a Credit Card.

A payment form titled "Apply Authorization Code" and "Pay With Credit Card". It includes a field for "Authorization Code" with an "Apply Coupon" button. Below that, it says "We Accept:" followed by logos for VISA, MasterCard, Discover, and American Express. There are four required fields: "Name on Card", "Credit Card Number", "Month" (with a dropdown arrow), and "Year" (with a dropdown arrow). There is also a "CSC/CVV" field. At the bottom, there are three buttons: "Cancel" (with an X icon), "Back", and "Submit" (with a right arrow icon).

5. 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
UE ID: ID Sample Sample
Applicant: Applicant
Service: Service Code – Service Code Name



UE ID Sample

Total Due: \$0.00
Payments: Total Charged to Credit Card
Card (1111)
Auth Number: Credit Card Authorization 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:

1. This printed and signed document.
2. 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
CARDS CAN DEPARTMENT
6840 CAROTHERS PKWY STE 650
FRANKLIN, TN 37067-9929