



### **CABS Quick Start Guide**

Now that you have been issued your CBI Account, you are ready to start providing instructions to your applicants. The key value to get the applicant directly where they need to be in the pre-enrollment system is the service code or unique ID, based on which vendor they are enrolling with. The service code for IdentoGo and unique ID for Colorado Fingerprinting are attached to this packet of information on a separate page. Follow the steps below for completing the enrollment and fingerprinting process.

### **Determine which CBI approved vendor you will be using**

#### **IdentoGo**

1. Enroll online with your service code at <https://uenroll.identogo.com/> **or** through the IdentoGo call center at 844-539-5539.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. IdentoGo will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

#### **Colorado Fingerprinting**

1. Enroll online with your unique ID at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com) **or** through the Colorado Fingerprinting call center at 833-224-2227.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. Colorado Fingerprinting will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

## If your applicant is from out-of-state

### IdentoGo

1. Pre-enroll for cardscan submission at <https://uenroll.identogo.com/> All fees will be collected during the pre-enrollment process. A confirmation page will be provided once registration is complete.
2. 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. **DO NOT MAIL TO CBI.**

### Colorado Fingerprinting

1. Register online as an “out-of-state” applicant at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com) You can choose to pay online with a credit card **or** send a money order with your fingerprint card.
2. Mail your fingerprint card (and money order if applicable) to 110 16<sup>th</sup> St, 8<sup>th</sup> Floor, Denver, CO 80202. **DO NOT MAIL TO CBI.**

\*\*\* In the rare event that your applicant’s prints are rejected for print quality, the system automatically notifies the applicant via email or phone with automated links to reschedule an appointment at no charge.

That is all there is to it! It might be a good idea to review the FAQ document in this packet. If you have further questions on the CABS program, or have issues with your account number call CBI at 303-239-4208.



**IdentoGO**  
By IDEMIA

## Colorado Applicant Background Services Form

Larimer County Clerk & Recorder

### Service Name: Colorado Local Liquor Licensure

To schedule your ten-minute fingerprint appointment, simply visit  
**<https://uenroll.identogo.com>** and enter the following Service Code

**25YQ6K**

When prompted, please enter the following CBI Account Number **CONCJ7683**

Service Code and Account / Licensing Numbers are unique to your hiring/licensing agency

**Do not use these codes for another purpose**

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Waiver Form for Applicants age 17 and under



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539

Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com).
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:

**CBI Unique Code:**

7683LLQH

4. **Payment** - Select your method of payment.
5. **Confirmation** - You receive your appointment confirmation with your number which is delivered by both text and email.
6. **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport)**. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results** - The results are returned to CBI authorized agencies.
8. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us 720-292-2722, toll free 833-224-2227 or email [info@coloradofingerprinting.com](mailto:info@coloradofingerprinting.com) if you have any questions or need assistance.



**COLORADO**  
**Bureau of Investigation**  
Department of Public Safety

Identification Unit  
690 Kipling Street, Suite 4000  
Denver, CO 80215  
303-239-4208

## NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, **YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.**

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from CBI's website at [www.colorado.gov/cbi](http://www.colorado.gov/cbi).

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at [www.fbi.gov](http://www.fbi.gov).

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

**Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)**  
Only you can request a copy of your own Identification Record.

### How to Request a Copy of Your Record

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI.](#)

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI/CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

**AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.**



## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b).

<sup>4</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).