



Requirement of Fingerprint Submission to CBI For Educator Licensing/Authorization

Requirement for Submission of Fingerprints

This document will lead you through the process for submission of a completed fingerprint card.

Prior to submission of an application to the Colorado Department of Education each applicant shall submit to the Colorado Bureau of Investigation (CBI) a complete set of fingerprints . . . taken by a qualified law enforcement agency . . . for the purpose of obtaining a finger-print based criminal history check.

General Instructions

1. Print this instruction sheet and take it with you to your local Law Enforcement Agency (e.g. Police Department or Sheriff's Office).
 - a. It is a good idea to call ahead to confirm that a particular office can assist you.
2. It is legally required that a qualified law enforcement agency assist you with completing a fingerprint card that you will submit to the Colorado Bureau of Investigation (CBI).
 - a. Explain that this fingerprint card is required by Colorado law prior to your application for a Colorado teaching license or authorization and that it will be submitted to the Colorado Bureau of Investigation.
 - b. Ask to use the fingerprint card provided by the Law Enforcement Agency (CDE no longer provides cards).
 - c. The Law Enforcement Agency may charge a fee for this service.
3. Use black ballpoint ink to complete the information on the fingerprint card.
4. Use the following codes and format to provide the information required for completion of the card. Type or print clearly.

Information Box		Codes/Format to Enter Information
1	NAME	Last name, First, Middle (full name required)
2	AKA	Maiden name, other married names and/or any other name used
3	CITIZENSHIP	Citizenship U.S. (if born in U.S.A.) OR Alien registration number
4	SEX CODES	M (Male), F (Female)
5	RACE CODES	W (White), B (Black), W (Hispanic), A (Asian)
6	HEIGHT	Feet and inches coded in following format (5 feet 6 inches = 506, 6 feet = 600)
7	WEIGHT	Weight coded in following format 90 lbs= 090, 210 lbs = 210)
8	EYE	BLK (Black), BLU (Blue), BRO (Brown), GRN (Green), GRY (Gray), HAZ (Hazel), XXX (Unknown)

9	HAIR	BLD (Bald), BLK (Black), BLN (Blond), BRO (Brown), GRY (Gray), RED (Auburn/red), WHI (White), XXX (unknown)
10	DOB (Date of birth)	Example: 01/01/1981
11	POB (Place of birth)	State (if U.S.A.) or country
12	SIGNATURE	Signature of person fingerprinted/individual's signature
13	RESIDENCE	Complete mailing address of person fingerprinted including street address, city, state and zip code
14	DATE/SIGNATURE	Date prints taken by Law Enforcement Official/Signature of Law Enforcement Official taking fingerprints
15	EMPLOYER	Educator Licensing Colorado Department of Education 201 East Colfax Ave, Room 106 Denver, CO 80203
16	REASON PRINTED	Educator Licensing Section 22-60.5-103 C.R.S.
17	OCA	CONCJ1134 (Print this CBI account number. It is required for report of results to the Colorado Department of Education)
18	SOC	Social Security Number
19	FINGERPRINTS	(fingerprints must be taken by a Law Enforcement Agency)
20	ORI	COCB10000 COLO B of I Denver, CO

Chart 1: Fingerprint card codes

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME	
SIGNATURE OF PERSON FINGERPRINTED (12)		ALIASES <u>AKA</u>		ORI		DATE OF BIRTH <u>DOB</u>	
RESIDENCE OF PERSON FINGERPRINTED (13)		CITIZENSHIP <u>CTZ</u> (3)		SEX (4)		RACE (5)	
DATE (14)		YOUR NO. <u>OCA</u> (17)		HGT (6)		WGT (7)	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		FBI NO. <u>FBI</u>		EYES (8)		HAIR (9)	
EMPLOYER AND ADDRESS (15) Educator Licensing Colorado Department of Education 201 East Colfax Avenue, Room 105 Denver, CO 80203		ARMED FORCES NO. <u>MNU</u>		CLASS _____		PLACE OF BIRTH <u>POB</u> (11)	
REASON FINGERPRINTED (16) Educator Licensing Section 22-60.5-103, C.R.S.		SOCIAL SECURITY NO. <u>SOC</u> (18)		REF. _____		LEAVE BLANK	
		MISCELLANEOUS NO. <u>MNU</u>					
(19)							

SAMPLE

Figure 1: Sample fingerprint card with required fields

5. Send the completed CDE fingerprint card and fingerprint processing fee of \$39.50 to:
Colorado Bureau of Investigation (CBI)
690 Kipling St., Suite 3000
Denver, CO 80215
303-239-4208
<http://cbi.state.co.us>

Acceptable forms of payment:

1. *Money Order or Certified Check* for \$39.50 made payable to CBI.
2. *Cash* payment of \$39.50 must be made in person at the CBI office.
3. *Credit Card* payment of \$39.50 by mail, download form at:
<http://www.cbi.state.co.us/id/Credit%20Card%20Form1.pdf>