



Fingerprint Information

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

Colorado educators who are currently licensed have completed the required submission of fingerprints. In some cases an educator who held a license prior to 2004 will not have fingerprints on file. Under current law these educators will be required to complete the fingerprint requirement when submitting an application.

Instructions

1 Create your one lifetime eLicensing account by visiting the eLicensing website at: <https://www.colorado.gov/cde/licensing/>. If you already have an eLicensing account, skip this step. You can only have 1 account per person. You must have an eLicensing account before you submit your fingerprints to the CBI.

2 Obtain an Applicant Fingerprint Card #FD-258. Most law enforcement agencies will provide this card as a part of their service. If they do not, you may purchase a fingerprint card from Cci (see last page for an order sheet) or from Amazon.com (search for Applicant Fingerprint Card FD-258)

3 Fingerprints must be taken by a qualified law enforcement agency (police or Sheriff's office) from anywhere in the United States. CDE will accept fingerprints taken by a fingerprinting service in another state if the fingerprint service provider has been approved by that State's Department of Justice/Bureau of Investigation. You may wish to call ahead to confirm that a particular law enforcement agency offers applicant fingerprinting and if they charge a fee for that service. Note, if they are submitting via a Livescan machine, CBI will accept them, only if that law enforcement agency has an applicant fee account with CBI. If they do not, ask the agency to print the card from the Livescan machine for you to mail to CBI.

4 Complete the top portion of the fingerprint card in black or blue ink. Please note that some law enforcement agencies want to complete this top part as part of their process, always check with the law enforcement agency you will be using to take your fingerprints before completing the top portion. Also keep in mind that some law enforcement agencies will also provide a blank fingerprint card. Always have your state issued driver's license or identification when you arrive at the agency taking your fingerprints. All fields below (except aliases*) are required to be completed, missing or incorrect information entered on the fingerprint card will cause a delay in the background check. Older pre-printed fingerprint cards that used to be supplied by CDE are no longer accepted and should be destroyed. Any FD-258 fingerprint card can be used. The example below gives some sample data shown in black ink. The items shown in blue ink must be written as shown, verbatim. Fingerprint card must have the OCA number **CO920133Z** listed in the OCA field. Fingerprint cards showing the old OCA of CONJ1134 are no longer accepted and will be rejected. *Aliases field required anytime you've had a legal name change.

APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI	
LEAVE BLANK		LAST NAME	FIRST NAME	MIDDLE NAME	LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED		Your Legal Last Name	Your Legal First Name	Your Legal Middle Name	
RESIDENCE OF PERSON FINGERPRINTED		Aliases, AKA List any other names you have used			DOB DATE OF BIRTH
Your complete home address		COCB10000 COLORADO B OF I DENVER, CO			01 01 1980 Month Day Year
CITIZENSHIP CTZ		SEX RACE HGT WGT EYES HAIR			PLACE OF BIRTH POB
Law Enforcement Use Only YOUR NO. OCA CO920133Z		M W 504 150 BRO BRO			CO
Educator Licensing Colorado Department of Education 6000 E. Evans Ave, Building 2, Suite 100 Denver, CO 80222		ARMED FORCES NO. MNU SOCIAL SECURITY NO. NO DASHES MISCELLANEOUS NO. MNU			Sample Data For a complete detailed list of accepted codes and detailed instructions, see the next page.
Educator Licensing Section 22-60.5-103, C.R.S.		* Required verbatim			

Once the fingerprint card has been completed, mail the completed card along with the required fingerprint processing fee of \$39.50 (NO personal checks - Accepted forms of payment are: Money Order/Certified Check payable to CBI, or credit card authorization form) to:



Colorado Bureau of Investigation
690 Kipling St., Suite 3000
Lakewood, CO 80215



DO NOT mail fingerprint card submissions to the CDE. Fingerprint cards must be sent, by you, directly to the CBI for processing along with the fingerprint fee to the above address. If you mail your fingerprints to CDE, your fingerprints will not be processed and will not be returned to you. **For security purposes, correspondence sent to CDE will be destroyed.** You will then need to complete the process again, submitting your fingerprint card along with the required fee to the CBI.

Once your fingerprint card has been received by the CBI, their processing time is approximately 4-6 weeks. To check your fingerprint status, login to your eLicense account and click on the "Credential Details/Application Status" link on the left hand side. Then click on the Alerts tab. If this field is blank, we have not processed your fingerprint results. It can take 2-3 weeks to process your fingerprints in our system once we have received the results from CBI and from the FBI. The CBI response is only half of the total response required by law.



Completing a Fingerprint Card

Descriptions and codes pursuant to the *FBI Guidelines for Preparation of Fingerprint Cards* publication.

If any required fields are left blank the fingerprint card will be rejected without further processing.

All data entered on fingerprint cards must be typewritten or legibly printed utilizing black or blue ink and must not exceed the boundaries of the designated field.

Fields preceded by an asterisk, must be completed.

Some Law Enforcements agencies will complete card for you. Check with them prior to self-completing.

Signature Field:

Sign fingerprint card with your legal signature.

Residence Field:

Enter your complete home address.

AKA Field:

Enter other names you have used that are different than the name entered in the Name field above. Also list the signature name as an AKA if different than the name that appears in the Name field above. Maiden names and all previous married names of females should be entered in the AKA field

Name Field:

Enter your complete legal name. Abbreviations are not to be used for any part of the name. This format is last name followed by a comma(,) first and middle name, if any. Suffixes denoting seniority (i.e. Jr., Sr., III, etc.) should follow the middle or first name. Do not obstruct this area by using stamps, labels, holes or staples where the name is printed.

Date of Birth Field:

Enter the DOB in month, day, year format (i.e. MM/DD/YYYY).

ORI Field:

If not using a pre-printed card, the law enforcement agency conducting the fingerprinting should have their ORI here.

Do NOT Fold Card

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
Leave all blank fields blank. No text, stickers, staples, etc.									
SIGNATURE OF PERSON FINGERPRINTED		Your Legal Signature Here		LAST NAME NAM		FIRST NAME		MIDDLE NAME	
RESIDENCE OF PERSON FINGERPRINTED		Your complete home address		Your Legal Last Name		Your Legal First Name		Your Legal Middle Name	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		List any other names you have used		COCBI0000		COLORADO B OF I	
Law Enforcement Use Only		Citizenship Country		YOUR NO. OCA		SEX M		RACE W	
Employer and Address		Educator Licensing Colorado Department of Education 6000 E. Evans Ave, Building 2, Suite 100 Denver, CO 80222		FBI		HGT 04		WGT 10	
REASON FINGERPRINTED		Educator Licensing Section 22-60.5-103, C.R.S.		SOCIAL SECURITY NO. CO920133Z		EYES BLK		HAIR BRO	
				MEMBER FORCES NO. MNU		PLACE OF BIRTH POB		2 digit State Code	
				SOCIAL SECURITY NO. SOC		LEAVE BLANK			
				# MISCELLANEOUS NO. MNU		Leave all blank fields blank. No text, stickers, staples, etc.			

Employer and Address Field:

MUST state exactly what is shown above.

Employer and Address Field:

MUST state exactly what is shown above.

OCA Field:

MUST state exactly what is shown above.

Citizenship Field:

Enter "U.S." if you are a citizen of the United States; otherwise enter the appropriate country. Use the correct abbreviation for foreign countries or correctly spell the name of the country. "Yes or "No" responses are not acceptable.

SOC Field:

Enter your social security number with no dashes

SEX Field:

M(Male), F(Female)
Other Sex Codes:
G(Female Print, Male Reference)
N(Male Print, Female Reference)
Y(Male, Unreported)
Z(Female, Unreported)
X(Unknown Sex)

Place of Birth Field:

Enter your place of birth. State, territorial possession, province (Canadian), or country of birth. Use the correct 2 digit abbreviation for foreign countries or correctly spell the name of the country.

Eyes Field:

Indicate your eye color by entering one of the following codes:
BLK (Black)
BLU (Blue)
BRO (Brown)
GRY (Gray)
GRN (Green)
HAZ (Hazel)
MAR (Maroon)

Weight Field:

Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound.

Height Field:

Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch. Inches less than ten should be preceded by a zero. For example, five feet four inches should be submitted as "504" and six feet even would be "600". Do not enter as 5'4".

Hair Field:

Indicate your hair color by entering one of the following codes:
BLD (Bald)
BLK (Black)
BLN (Blonde/Strawberry)
BLU (Blue)
BRO (Brown)
GRY (Gray/Partially Gray)
GRN (Green)
ONG (Orange)
PNK (Pink)
RED (Red/Auburn)
SDY (Sandy)
WHI (White)
XXX (Unknown)

Race Field:

Indicate your race by using the single digit code from the 5 choices shown below.

Code	Literal	Description if you are
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

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.cbi.state.co.us.

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.

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.

John W. Hickenlooper
GOVERNOR

James H. Davis
EXECUTIVE DIRECTOR

Colorado State
Patrol

Colorado Bureau
of Investigation

Division of
Criminal Justice

Division of
Homeland Security



Denver Office
690 Kipling Street, Suite 3000
Denver, Colorado 80215-5825
(303) 239-4300
Admin. FAX (303) 235-0568
Invest. FAX (303) 239-5788
cbi.denver@cdps.state.co.us

Pueblo Office
3416 North Elizabeth Street
Pueblo, Colorado 81008
(719) 542-1133
FAX (719) 542-6411
cbi.pueblo@cdps.state.co.us

Grand Junction Office
2797 Justice Drive
Grand Junction, Colorado 81506
(970) 248-7500
FAX (970) 248-7464
cbi.grandjunction@cdps.state.co.us

Durango Office
160 Rock Point Drive, Unit B
Durango, Colorado 81301
(970) 375-1646
FAX (970) 375-1619
cbi.durango@cdps.state.co.us



Colorado Department of Education

Fingerprint Card Order Form

MAIL THIS FORM WITH YOUR CHECK PAYABLE TO:
Phone Orders/Credit Cards are not accepted.

STATE FORMS CENTER
4999 Oakland Street
Denver, CO 80239
(303-370-2165)

of fingerprint cards requested _____ X \$.50 Each = \$ _____
(# 615-82-14-7718 (FORM FD-258))

of envelopes requested _____ X \$.75 Each = \$ _____
(# 310-42-14-7749)

Forms Subtotal: = \$ _____

Insert Shipping Charge From Chart Below = \$ _____

Shipping Charge -- (Subject to Tax)

1-10	Cards and/or Envelopes-----	\$2.00
11-20	Cards and/or Envelopes-----	\$3.00
21-30	Cards and/or Envelopes-----	\$4.00
31-40	Cards and/or Envelopes-----	\$5.00
41-50	Cards and/or Envelopes-----	\$6.00
51-100	Cards and/or Envelopes-----	\$7.00
101-500	Cards and/or Envelopes-----	\$10.00

Total with Shipping Charge * = \$ _____

Multiply *TOTAL ABOVE X Sales Tax Below (Choose One):

Denver City & County Tax 7 .62% = \$ _____

Metro County Tax(**see below) 4.0% = \$ _____

State Tax 2.9% = \$ _____

Out of State - Non-Taxable

If tax exempt, please provide tax exempt # _____

TOTAL AMOUNT ENCLOSED: = \$ _____

Ship To: _____

_____ State _____ Zip _____

Phone _____

Email: _____

****Metro counties include: Adams, Arapahoe, Boulder, Douglas & Jefferson.**

PLEASE DO NOT SEND CASH

IDENTIFICATION UNIT

COLORADO DEPARTMENT OF PUBLIC SAFETY CREDIT CARD AUTHORIZATION FORM

(BLUE INK PLEASE)

I authorize CBI to bill my credit card account for \$ _____

***If you miscalculate the “total amount due”, your card will automatically be billed the correct amount.
Please check your invoice / statement for the actual amount billed to your card.**

**No Charge Backs or Refunds
All Sales Final**

Circle Card Type



Card Number: _____

Expiration Date: _____

Phone Number _____

Cardholder Name

Signature