#### **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

- 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.
- 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)

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.

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 CONCJ1134 are no longer accepted and will be rejected. \*Aliases field required anytime you've had a legal name change.

> LEAVE BLANK LAST NAME NAM APPLICANT Your Legal Your Legal Your Legal Middle Name Sample Data **Last Name** First Name COCRIOCO List any other Your Legal Signature Here COLORADO B OF I names vou have DENVER, CO used 01 01 1980 Your complete home address W 504 150 BRO BRO **Citizenship Country** co **Law Enforcement Use Only** Sample Data CO920133Z Educator Licensing
> Colorado Department of Education
> 6000 E. Evans Ave, Building 2, Suite 100
> Denver, CO 80222 For a complete detailed list of FORCES NO. MNU accepted and instructions, see the next page. Social Security Number No dashes 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

Lakewood, CO 80215

690 Kipling St., Suite 3000

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.



American

Indian or

Alaskan Native

Unknown

White

U

w

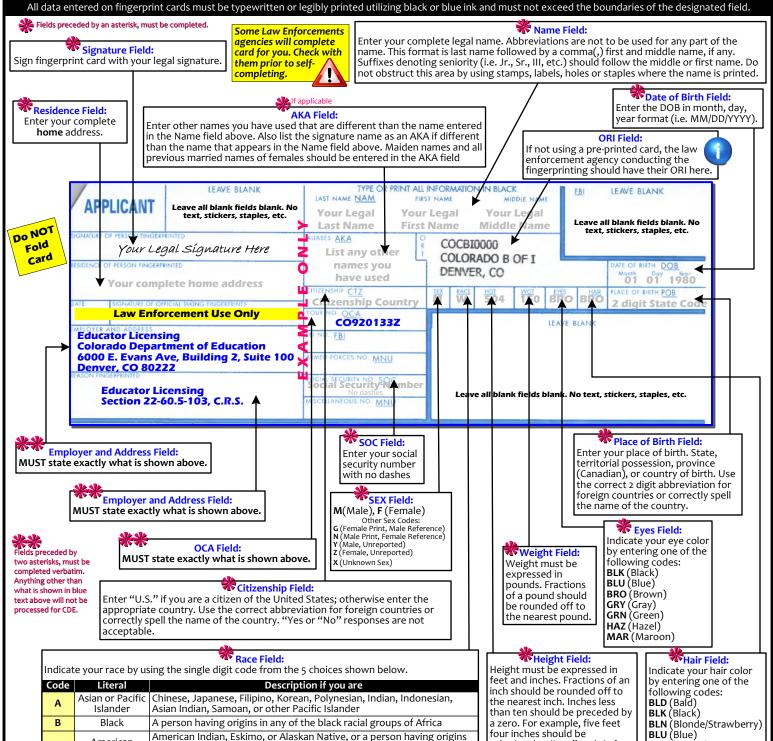
recognition

Of Indeterminable Race

#### **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



in any of the 48 contiguous states of the United States or Alaska who

maintains cultural identification through tribal affiliation or community

Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or

other Spanish culture or origin, regardless of race

BRO (Brown)

GRN (Green) ONG (Orange)

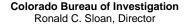
WHI (White) XXX (Unknown)

PNK (Pink) RED (Red/Auburn) SDY (Sandy)

GRY (Gray/Partially Gray)

submitted as "504" and six feet even would be "600".

Do **not** enter as 5'4".



DEPARTMENT OF PUBLIC SAFETY

http://cbi.state.co.us/

#### 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 Information, including that listed below, can be found at their website at www.fbi.gov .

The <u>U.S. Department of Justice Order 556-73</u> 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



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 cbi.durango@cdps.state.co.us

Durango Office 160 Rock Point Drive, Unit B Durango, Colorado 81301 (970) 375-1646 FAX (970) 375-1619

## **Colorado Department of Education**

**Fingerprint Card Order Form** 

MAIL THIS FORM WITH YOUR CHECK PAYABLE TO:

Phone Orders/Credit Cards are not accepted. 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

STATE FORMS CENTER

### **IDENTIFICATION UNIT**

# COLORADO DEPARTMENT OF PUBLIC SAFETY CREDIT CARD AUTHORIZATION FORM

(BLUE INK PLEASE)

*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	
		VISA	MasterCard
Card Number:			
Expiration Date:			
Phone Number			
Cardholder Name	Signature		