

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 Fingerprints must be taken by a qualified law enforcement agency (police or sheriff's office). 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 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.

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)

Complete the top portion of the fingerprint card in black ink. 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. Some pre-printed fingerprint cards may have our old address on Colfax Avenue listed on the card, these cards are still accepted and do not need to be updated with our new address. Blank cards, should use our new address as shown below.

Example of the top portion information required to be on the fingerprint card when getting printed for CDE.

<p>APPLICANT</p> <p style="color: red; font-size: 2em; opacity: 0.5;">EXAMPLE</p> <p>SIGNATURE OF PERSON FINGERPRINTED <i>Your Legal Signature Here</i></p> <p>RESIDENCE OF PERSON FINGERPRINTED Your complete home address</p> <p>DATE</p> <p>SIGNATURE OF OFFICIAL TAKING FINGERPRINTS</p> <p style="background-color: yellow;">Law Enforcement Use Only</p> <p>EMPLOYER AND ADDRESS Educator Licensing Colorado Department of Education 6000 E. Evans Ave, Building 2, Suite 100 Denver, CO 80222</p> <p>REASON FINGERPRINTED Educator Licensing Section 22-60.5-103, C.R.S.</p>	<p style="text-align: center;">TYPE OR PRINT ALL INFORMATION IN BLACK</p> <p>LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME</p> <p>Legal Legal Legal Last Name First Name Middle Name</p> <p>ALIASES <u>AKA</u></p> <p>List any other names you have used</p> <p>CITIZENSHIP <u>CTZ</u> COUNTRY</p> <p>Citizenship Country</p> <p>YOUR NO. <u>OCA</u></p> <p>CONCJ1134</p> <p>FBI NO. <u>FB</u></p> <p>ARMED FORCES NO. <u>MNU</u></p> <p>SOCIAL SECURITY NO. <u>SSOC</u></p> <p>Social Security Number No dashes</p> <p>MISCELLANEOUS NO. <u>MNU</u></p>	<p style="text-align: center;">FBI LEAVE BLANK</p> <p style="color: red; font-size: 2em; opacity: 0.5;">EXAMPLE</p> <p>DATE OF BIRTH <u>DOB</u> Month Day Year 01 01 1980</p> <p>PLACE OF BIRTH <u>POB</u> City, State</p> <p style="text-align: center;">LEAVE BLANK</p>
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Sex: M (Male), F (Female)
Race: W (White), B (Black), W (Hispanic), A (Asian), I (American Indian), U (Unknown)
Eye: BLK (Black), BLU (Blue), BRO (Brown), GRN (Green), GRY (Gray), HAZ (Hazel), XXX (Unknown)
Hair: BLD (Bald), BLK (Black), BLN (Blond), GRY (Gray), RED (Auburn/Red), WHI (White), XXX (Unknown)

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

4 **DO NOT send fingerprint submissions to the Colorado Department of Education (CDE).** Fingerprint cards must be sent directly to the CBI for processing along with the fingerprint fee.

Submissions erroneously sent to CDE will not be processed and will not be returned to you. For security purposes, submissions made to us will be destroyed. You will then need to complete the process again, submitting your cards along with the required fee to CBI.

Once your fingerprint card has been received by the CBI, the processing time is approximately **4-6 weeks**.



**COLORADO
DEPARTMENT
OF PUBLIC SAFETY**

Colorado Bureau of Investigation
Ronald C. Sloan, Director

<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 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%	= \$ _____
<u>Metro County Tax</u> (**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