

# FINGERPRINTING INSTRUCTIONS

## Who Needs to Be Fingerprinted?

Fingerprints are required for each person named in the application (officers, owners and manager). Note: physical fingerprint cards **will not** be accepted.

## Where Do I Get Fingerprinted?

Colorado Fingerprinting (CABS) Colorado applicant Background Services. [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com)

IdentoGO. **You must pre-register and schedule appointment online. No walk-ins.**

Visit [www.identogo.com/locations](http://www.identogo.com/locations) to locate the nearest location.

1. **Online Registration: Schedule or Manage Your Appointment:** click the link and follow the instructions.

**NOTE: Legal Name must match exactly on all identification documents brought to enrollment.**

2. [Liquor Licensure for Colorado:](#)  
[Local](#) Service Code: 25YQ6K

### Identigo

Call the Town Clerk's office to receive the CBI Account Number: 970-577-4777

### Colorado Fingerprinting

Call the Town Clerk's office to receive the Unique Identifier: 970-577-4777

### [What do I need to bring to enrollment?](#)

Find out which documents you need to bring to the enrollment center to facilitate processing.

3. **Convenient Location and Time:** Use the Enrollment Center to select a convenient location, date and time for your appointment.
4. **Payment or Billing Account:** After providing all required information you can pay with either credit card, money order or provide a billing account number if provided by your requesting institution.
5. **Confirmation:** You will receive an appointment confirmation with an Order Number by text/by email.
6. **Fingerprinting:** Go to the fingerprint location at your scheduled time. Provide the Order Number to the agent along with your government issued photo ID. Your live scan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results are returned by CBI to the Town of Estes Park, Town Clerk's office.**
8. **Status:** you can login to the Enrollment Center at any time to see the status of your fingerprint submission.

## NON-RESIDENT CARDSCAN

Is available for those applicants residing outside of Colorado or physically unable to visit an Identogo location.

Agency	Hours	Fee
<a href="#">Follow the instruction sheet for Out of State Paper Care Submission Process</a>	Varies	Varies
<b>NOTE:</b> You must Pre-enroll for cardscan at <a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a> Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card. 1. Other: Register online at <a href="http://www.coloradofingerprinting.com">www.coloradofingerprinting.com</a> 2. Select "OUT OF STATE APPLICANTS" 3. Payment: select credit card or money order for payment. If applicant selects credit card, the receipt they receive will prompt them to send in their fingerprint card(s) to 110 16 <sup>th</sup> Street, 8 <sup>th</sup> Floor, Denver, CO 80202. If applicant selects money order, they will be prompted to send in fingerprint cards along with money order to be processed. The address is the same as listed above.		

### What Else Do I Need?

Please contact Identogo @ 844-539-5539 if you have any questions or need assistance. Click link below to answer questions.

[CABS Frequently Asked Questions - https://www.identogo.com/uploads/general/CO\\_CABS\\_FAQ.pdf](https://www.identogo.com/uploads/general/CO_CABS_FAQ.pdf)

Each set of fingerprints will be processed through the Colorado Bureau of Investigation and will be used to check criminal history records with the Federal Bureau of Investigation (FBI). **The Colorado Bureau of Investigation will return any card not completed in its entirety. A returned card will cause substantial delays. Please review your cards for completeness before submitting your application.**

### Notice

As part of the fingerprint process, the Town of Estes Park must notify you of the following with regard to fingerprint-based background checks:

1. Your fingerprints will be used to check FBI criminal history records.
2. You have the right to challenge the information in the FBI identification record by submitting a request to:

**Colorado Bureau of Investigation (CBI)**

**690 Kipling Street - Suite 4000, Lakewood, Colorado 80215**

**Phone: 303-239-4208**

<https://www.colorado.gov/pacific/cbi/employment-background-checks>

3. The procedures on how to change, correct or update an FBI identification record are set forth in Title 28, C.F.R., Section 16.34.
4. If you choose to challenge your FBI record, please notify the Town Clerk's Office in writing immediately after submission of your challenge to CBI.

Your cooperation in following these instructions enables staff to process your application without delay. Please call the Clerk's office at 970-577-4777 if you have questions.