

Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at www.coloradofingerprinting.com.
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:

CBI Unique Code: 5170ECSI

Reason Fingerprinted: Charter School Applicants (CONCJ9100)

4. **Confirmation** - You receive an appointment confirmation with your Order Number by text and by email.
5. **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport)**. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
6. **Results** - The results are returned to CBI authorized agencies.
7. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us 720-292-2722, toll free 833-224-2227 or email info@coloradofingerprinting.com if you have any questions or need assistance.