

FINGERPRINTING INSTRUCTIONS

Fingerprinting is required for each person listed in the license application (officers, owners, financiers). Please note that the Fort Lupton Police Department will not provide in-house fingerprinting services. **(Fill out and return Page 3)**

Marijuana license applicants should refer to the Colorado Department of Revenue, Marijuana Enforcement Division (MED), Employee License page for information to complete background checks. The Colorado Department of Investigation (CBI) has two vendors to conduct background checks. Select your vendor choice and select the link for that vendor. Follow the instructions to create and manage an appointment. **You must pre-register and schedule an appointment online.** No walk-ins accepted. **There is a fee for either vendor to process your request.**

Vendors			
VENDOR	VENDOR	Hours	Fees
IdentoGO 844-539-5539	Colorado Fingerprinting 303-292-2722	See online Monday-Friday	See online

1. **Online Registration: Schedule or Manage Your Appointment:** Click the appropriate link and follow the instructions on Pages 4 or 5 of this packet, depending on the vendor you choose. Pick only one for your digital fingerprinting application.
NOTE: Legal Name must match exactly on all identification documents brought to enrollment.
2. **Convenient Location and Time:** Use the Enrollment Center to select a convenient location, date, and time for your appointment.
3. **Payment:** After providing all required information, you will be asked to select method of payment.
4. **Confirmation:** You receive an appointment confirmation with our Order Number by text and byemail.
5. **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 livescan fingerprints, digital photo and digital signature are then captured and submitted to the CBI.
6. **Results are returned by CBI to the City Clerk’s Office, 130 South McKinley Ave., Fort Lupton, CO 80621 (Entity requesting your report).**
7. **Status:** You can login to the Enrollment Center at any time to see the status of your fingerprint submission
8. **Questions?** Please call CBI Identification at 303-239-4208.

[CABS Frequently Asked Questions](#)

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).

Notice

As part of the fingerprint process, the City of Fort Lupton 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

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 City Clerk's Office in writing immediately after submission of your challenge to CBI.

Your cooperation in following these instructions enables City staff to process your application without delay. Please call the City Clerk's office at 720-466-6101 if you have questions.



City Clerk

130 S. McKinley Avenue
Fort Lupton, CO 80621

Phone: 720.466.6101
Fax: 303.857.0351

www.fortluptonco.gov

**FINGERPRINT BASED CRIMINAL HISTORY BACKGROUND CHECK
WRITTEN NOTIFICATION**

Applicant Information

Individual

Applicants Name: _____ Date: _____

Establishment

Name: _____

Address: _____

City, State Zip: _____

Description of Notification

Applicants obtaining fingerprints to be submitted to a civil submission agency that will receive Colorado Bureau of Investigation and Federal Bureau of Investigation (CBI/FBI) identification records are hereby notified that the fingerprints will be used to check the national criminal history records of both the CBI and FBI.

The civil submission agency will provide the applicants the opportunity to complete or challenge the accuracy of the information contained in the CBI/FBI identification record.

The procedures for making or declining a change, correction or update of an identification record are set forth in Title 28, C.F.R., Section 16.34 and allow a reasonable time to do so before the submission agency makes a decision to deny the license or deny employment based on the information in the record. To obtain further information on this procedure go to: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/identity-theft-and-mis-identification>. You may also take the dispute directly to the arresting agency. (Title 42, U.S.C., Section 14616, Article IV(c); Title 28, C.F.R., Section 50.12(b); Title 5, U.S.C., Section 552a (e)(3)).

Acknowledgement of Receipt of Notice

By signing this form, you understand the information in this written notification and its purpose.

Applicant's Name Date

Applicant Signature



IdentoGO
By IDEMIA

Colorado Applicant Background Services Form

Service Name: Local Marijuana Licensure

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

25YQ8H

When prompted, please enter the following CBI Account Number

CONCJ4102

Service Code and CBI Account Number are unique to your hiring/licensing agency

Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Waiver Form for Applicants age 17 and under



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539



Approved Vendor for
Colorado Bureau of Investigation



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: 4102POTI

Reason Fingerprinted: Local Marijuana Licensure

4. **Payment** - Select your method of payment.
5. **Confirmation** - You receive your appointment confirmation with your number which is delivered by both text and email.
6. **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.
7. **Results** - The results are returned to CBI authorized agencies.
8. **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.