

APPROVED SUPERVISOR CRIMINAL BACKGROUND CHECK PROCESS

For Colorado Background check

- Go to <https://www.cbirecordscheck.com>
 - Click on Individuals (The price of \$6.85 should be listed under this selection.)
 - Read the Terms and Limitations before agreeing and pressing "Continue"
 - Fill out the form and Select payment.
 - Print the record

For the FBI Background Check

Go to FBI.gov via the Internet

- Click on "More" in the upper left hand corner
- Click on Services
- Click on Identity History Summary Checks
- Scroll down and click on Applicant Information Form
- Download the form
- Fill out the Application Information Form- in the "Mail Results to Address" section indicate the name and address of the treatment provider or your personal information
- Follow the directions indicated (send fingerprint card, applicant information form, and fee \$18- payment by check must be made out to "US Treasury"
- Contact the FBI with questions.

To Obtain your Finger Prints:

- Go to FBI.gov and follow instructions above.
- Print Standard fingerprint form (FD-258) on standard white paper.
- Call your local law enforcement to see if they will fingerprint you
- OR, please call and set an appointment with one of the following vendors for a "Print and Go" appointment.
- You will take the prints and send them to the FBI directly. The vendors DO NOT send the prints for you, and you DO NOT need a ORI Code.

APPROVED FINGERPRINT VENDORS

IdentoGo

Appointment Scheduling:

Online: <http://uenroll.identogo.com/>

By Phone: Toll Free: (844) 539-5539

Colorado Fingerprinting

Appointment Scheduling

Online: <http://www.coloradofingerprinting.com/>

Toll Free: (833) 224-2227