

Approved Supervisor Criminal Background Check Processes

For the FBI Background Check

- Go to <https://www.fbi.gov/> via the Internet
 - Click on **More** in the upper left hand corner
 - Click on **Services** in the dropdown menu
 - Click on **Identity History Summary Checks (IdHSC) graphic**
 - Scroll down to the grey area and click on **Applicant Information Form**
 - Download the form
 - Complete the form
 - Print the form
- Fill out the Application Information Form- in the “Mail Results to Address” section indicate the name and address of the therapist the results should be sent to.
- Follow ALL directions indicated (send fingerprint card, applicant information form, and fee \$18- payment by check must be made out to “US Treasury”)
- Contact FBI with questions.
- See attached check list

Fingerprint cards are general available in local police departments or the following location completes them Monday through Friday (call to verify hours):

Colorado State Forms and Publication Center
4999 Oakland Street
Denver, CO 80239
Phone number: 303-370-2165

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

