

# Fingerprint Instructions

## Purpose

*Fingerprints* are used to check criminal history records of the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI).

## Criteria

- Fingerprints are required for each executive officer and director of a domestic company applying for a certificate of authority.
- Fingerprints are required for each executive officer, director, ultimate controlling person(s), and other owners with 10% of more voting securities submitting a Form A Filing.

## CBI approved vendors

For primary applications (CRS 10-3-112):

- <https://uenroll.identogo.com/workflows/25YKR9>
- <https://www.coloradofingerprinting.com/cabs/>

For Form A filings (CRS 10-3-803)

- <https://uenroll.identogo.com/workflows/25YKNF>
- <https://www.coloradofingerprinting.com/cabs/>

For details visit the CBI's website at:

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

## **Important**

The Applicant must notify the Division within 5 days of submitting Fingerprints. Applicants may be required to resubmit Fingerprints if timely notification is not received.

Please send notifications to: [cindy.hathaway@state.co.us](mailto:cindy.hathaway@state.co.us)

## Questions

(303) 239-4208