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

Questions
(303) 239-4208