All Applicants must provide the results of a state and national fingerprint-based criminal history records check, conducted within the immediately preceding twelve months. The fingerprint-based criminal history records check must cover (1) every Officer, (2) every Employee of the Applicant, or (3) every Employee of a third party designee who is authorized to initiate transactions to the trust account(s), as required by § 5-19-222, C.R.S.

**IMPORTANT NOTE:** It may take eight weeks for this information to be processed. Submit your fingerprints as soon as possible.

**Fingerprinting Methods**

**In-State Applicants:** Use one of the approved vendors to administer your electronic fingerprints for Officers, Employees and/or designees pursuant to § 5-19-222., C.R.S. The vendor will collect all fees and send your fingerprint card directly to CBI.

- IdentoGo (www.identogo.com); OR
- Colorado Fingerprinting (www.coloradofingerprinting.com)

**Out-of-State Applicants:** Use the approved vendor, IdentoGo, to administer your electronic fingerprints for Officers, Employees and/or designees, pursuant to § 5-19-222., C.R.S. Follow the steps below to submit your fingerprints:

1. Visit IdentoGo at [www.uenroll.identogo.com](http://www.uenroll.identogo.com) and enter the six-digit code, 25YQ9Z, to pre-enroll for card-scan submission.
2. All processing fees will be collected during the pre-enrollment process and a confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top of the page.
4. Complete personal information fields on the FBI (FD-258) fingerprint card and obtain prints.
5. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:
   
   IdentoGo  
   Cardscan Department  
   6840 Carothers Pkwy, Suite 650  
   Franklin, TN 37067

Below is the required information for the fingerprinting process. Fill in the following spaces on the fingerprint card as indicated below:

<table>
<thead>
<tr>
<th>Employer and Address</th>
<th>Reason for Fingerprint</th>
<th>Your NO. OCA</th>
<th>ORI</th>
</tr>
</thead>
</table>
| Attorney General – UCCC  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 6th Floor  
Denver, CO 80203 | Debt-Management Services  
§ 5-19-206 | CONCJ0900 | COCB100000  
COLO B OF I  
Denver, CO |

Incomplete card information will cause delays.