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**STATE OF COLORADO  
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**Consumer Protection Section  
Consumer Credit Unit**

**FINGERPRINTING INSTRUCTIONS AND PRIVACY ACT ACKNOWLEDGMENT**

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, Colorado Revised Statutes (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](http://www.identogo.com)); OR
- Colorado Fingerprinting ([www.coloradofingerprinting.com](http://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  
340 Seven Springs Way  
Brentwood, TN 37027

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

Employer and Address	Reason for Fingerprint	Your NO. OCA	ORI
Attorney General – UCCC Ralph L. Carr Colorado Judicial Center 1300 Broadway, 6 <sup>th</sup> Floor Denver, CO 80203	Debt- Management Services § 5-19-206	CONCJ0900	COCBI0000 COLO B OF I Denver, CO

**Incomplete card information will cause delays.**

## Privacy Act Statement

Authority: The Colorado Department of Law Debt Management Services program's acquisition, preservation, and exchange of fingerprints and associated information is authorized under § 5-19-206(12), C.R.S. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your agency's application.

Principal Purpose: Registration of debt management services providers may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the registering agency (Colorado Department of Law), and/or the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the registering agency.

Routine Uses: Routine use is limited to disclosure to the governmental agency responsible for registering debt-management services providers in the State of Colorado. An individual's personal identification information (name, address, and last four digits of the Social Security Number) is retained in a secure database and is not shared beyond the purpose of registering a Debt management services provider.

Right to Challenge Results: If you wish to challenge the results of a Colorado state criminal history records check, you can do a record challenge at Colorado Bureau of Investigation (CBI) (<https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>). You can also take your dispute directly to the arresting agency. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.

**By signing below, I acknowledge that I have read the above information and understand submitting my fingerprints for a criminal background check is voluntary, however, registration may require it. Furthermore, I understand I have the right to challenge the results of the Colorado state criminal history records check through the Colorado Bureau of Investigations or the Federal Bureau of Investigations.**

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Signature

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Date

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Printed Name