

# **COLORADO DEPARTMENT OF LAW - CONSUMER CREDIT UNIT - DEBT-MANAGEMENT REGISTRATION FINGERPRINT INSTRUCTIONS**

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 accounts, as required by section 5-19-222, C.R.S.

Follow the instructions below in submitting your fingerprints for the criminal history records check. Please review, sign, and return the Privacy Acknowledgement (on the next page) to our office.

***Please note – it may take up to eight weeks for this information to be processed.  
Please submit your fingerprints as soon as possible.***

## **Fingerprinting Methods**

### ***In-State Applicants***

Use one of the approved vendors to administer your electronic fingerprints. The vendor will collect all fees and send your fingerprints directly to Colorado Bureau of Investigations (CBI). Use the links (below) to visit each vendor's website for more information.

- [IdentoGo](#); or
- [Colorado Fingerprinting](#)

### ***Out-of-State Applicants***

You must use the approved vendor, IdentoGo, to administer your electronic fingerprints. Follow the steps below to submit your fingerprints:

1. Visit the [IdentoGo](#) website 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).

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

Incomplete card information will cause delays.

## **PRIVACY ACKNOWLEDGEMENT STATEMENT**

Please review, sign, and return this Privacy Acknowledgement to our office.

### **Authority**

The Colorado Department of Law Debt Management Services program's acquisition, preservation, and exchange of fingerprints and associated information is authorized under section 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), visit the [CBI – Identity Theft and Misidentification webpage](#). 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.

Signature

Date

Printed Name