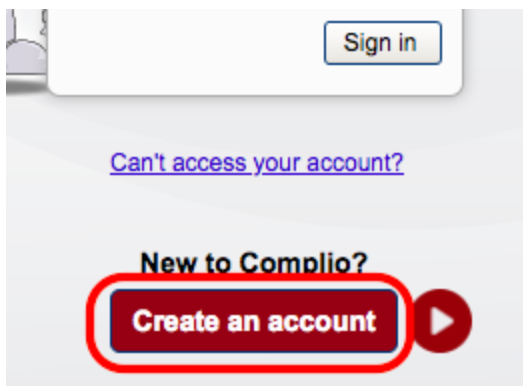


# Colorado Fingerprinting Applicant Registration Instructions

The following are step by step instructions to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

**IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.**

1. **Website** - Please visit <https://abi.complio.com/> to begin (smartphone and tablet friendly)
2. **Create Account** - Click the "Create an Account" button to begin the registration process.



3. **Enter Information** - Carefully enter all of your information. Fields with asterisks (\*) are required. Please note for your username you can choose anything that is available including your email address.

[Spanish](#)

Please fill the form below to create an account. The items with \* are required.

**Personal Information**

First Name: \*  Middle Name: \*  If you don't have a midd Last Name: \*   Enter Suffix if Applicable

I don't have a Middle Name.

Do you have an SSN?: \*  Yes  No Social Security Number: \*

I have an Alias or Maiden name

Gender: \*  --Select-- Date of Birth: \*  mm/dd/yyyy Preferred Communication Language:  English (Inglés)

**Contact Information**

Primary Email: \*  Confirm Primary Email: \*

Secondary Email:  Confirm Secondary Email:

Address: \*

Country: \*  --Select-- State: \*  --Select-- City: \*

Zip Code: \*

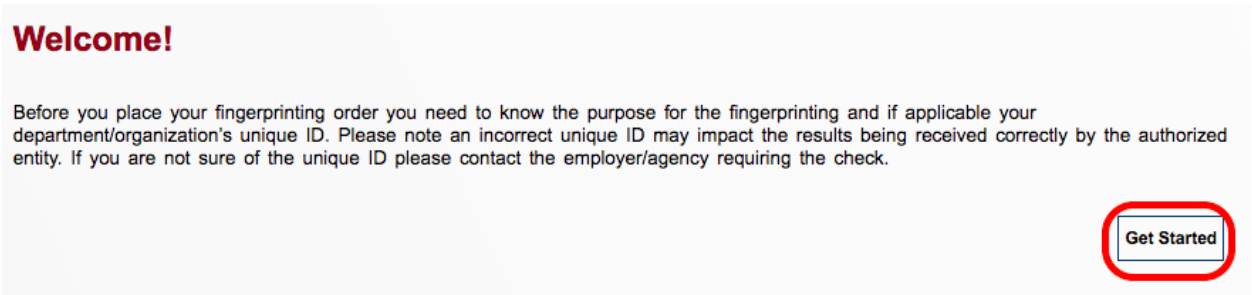
Primary Phone: \*  ( ) - - - - Secondary Phone:  ( ) - - - -

**Account Information**

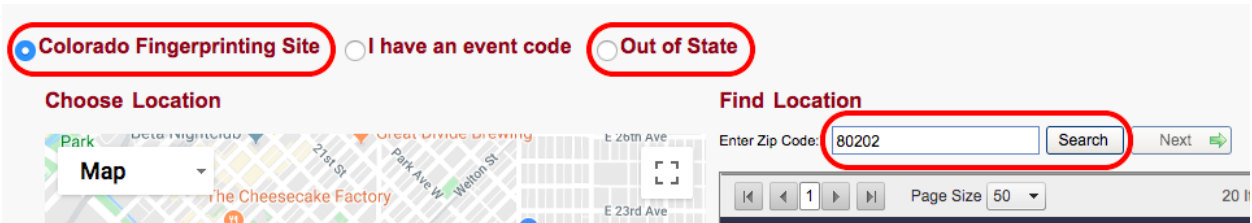
Username: \*

Password: \*  Confirm Password: \*

4. **Start Ordering Process** - After successfully creating an account click the “Get Started” button to start the ordering process.



5. **Location - Choose Location or Out of State** - If you live in Colorado, find the nearest location by entering your zip code and click search. If you live outside of the State of Colorado or cannot physically make it to a location then choose “Out of State” and proceed to step 7.



6. **Appointment** - Select one of the available appointment slots and click “Next” to proceed.



7. **Order Selection** - Choose “CBI CABS Fingerprinting” from the available services. **DO NOT SELECT ANY OTHER OPTION OR YOU WILL INCUR ADDITIONAL FEES!!!**

**Order Selections**

Fingerprint Card - Out of State and Federal Purpose \$20      Fingerprint Card Copies 1      10.00      Price per additional copy

Fingerprint Card – Out of State and Federal Purposes. Order for employment or licensure in other states, for Federal purposes, ATF, DOD, for other countries or for any other non-Colorado purpose. This package includes one fingerprint card and you can order additional fingerprint cards as needed. If your fingerprints need to be processed with the Colorado Bureau of Investigation (CBI), please order the Colorado Bureau of Investigation (CBI) fingerprint processing package.

**CBI CABS Fingerprinting**

Colorado Bureau of Investigation (CBI) fingerprint processing. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are not sure of the CBI unique ID, please contact your employer or licensing agency for assistance.

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8. **CBI Unique ID** - Enter the CBI Unique ID for your institution and click “Next”. The CBI Unique ID for your institution is **0654VECG**

**Order Selections**

Colorado Fingerprinting Package (CBI Fingerprint Process)

CBI Unique ID :\*

If you do not have a Unique ID, please contact your Licensing Agency or Employer. Incorrect ID may be declined by your

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9. **Billing Code** - Please reach out to your point of contact at Advocates for Children CASA if you are requesting assistance for the cost of your fingerprinting.

CBI Unique ID :\*

If you do not have a Unique ID, please contact your Licensing Agency or Employer. Incorrect ID may be declined by you

Billing Code:

If you have a Billing Code please enter here.

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**10. Verify Personal Information** - Verify the personal information entered from the account creation to ensure it is correct. Make any changes as needed and click "Next".

**Personal Information**

First Name:\*  Middle Name:\*  Last Name:\*

I don't have a Middle Name.

Do you have an SSN?:\*  Yes  No Social Security Number:\*

I have an Alias or Maiden name

Gender:\*  Date of Birth:\*  Preferred Communication Language:

Phone:\*  Secondary Phone:

Email:  Secondary Email:  Confirm Secondary Email:

You can edit your email address by clicking Edit Profile on your dashboard.

Address:\*

Country:\*  State:\*  City:\*

Zip Code:\*

**Text Message Notifications**

Receive Text Notification:  Yes  No Cellular Phone Number:\*

**11. Fingerprinting Information** - Add the information needed for fingerprinting. Fields with asterisks (\*) are required. Double check your information and click "Next" to proceed. If the daycare license # is required please enter the license number for your institution which is **(daycare license#)**.

**Information for Finger Printing**

- Please provide all requested information.
- **Bold \*** lettering indicates required information.
- Omitting or providing false information may be cause for disqualification.

Place Of Birth (Country)\*  Place Of Birth (State)\*  Citizenship\*

Race\*  Eye Color\*  Hair Color\*

Height Feet\*  Height Inches\*  Weight\*

**Service Details**

- Please make sure to confirm your institution or department about your Unique ID.

Reason Fingerprinted	FOSTER CARE - CNTY LICENS	CBI Unique ID	CAWACFCI	Daycare License #	<input type="text"/>
AcctNam (Literal)	DENVER DEPARTMENT OF HU	AcctAdr	1200 FEDERAL BLVD	AcctCity	DENVER
ACCTSTA	CO	AcctZip	80204	Reason Fingerprinted Colorado Revised Statute (C.R.S.)	FOSTER CARE - CNTY LICENS
Total Fee(\$)	49.5				

**12. Double Check and Agreement** - Double check all of your information to ensure it is correct. Click the checkbox to agree with the privacy statement and click “Next”.

Name:	CSHA	Appointment Time:	03/20/2019 (01:15 PM - 01:30 PM)
Description:	Massage Therapy		

**Privacy Act Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the 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 employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

A valid State ID Card (or outlying possession of the US with seal or logo from State Agency, Federal ID Card with seal or logo from Federal Agency, Commercial Driver's license permit issued by State or outlying possession of the U.S., Commercial Driver's license issued by a State or outlying possession of the U.S., paper/temporary Driver's License issued by State or outlying possession of the U.S., valid U.S. passport, foreign passport, passport book/card, valid U.S. military identification card, permanent resident card/green card (I-551), enhanced tribal card (ETC).

I have read the Privacy Act Statement and accept it.

**13. Last Chance to Change Information** - You will receive a warning that this is your last chance to double check your information. After double checking your information click “OK” to proceed.

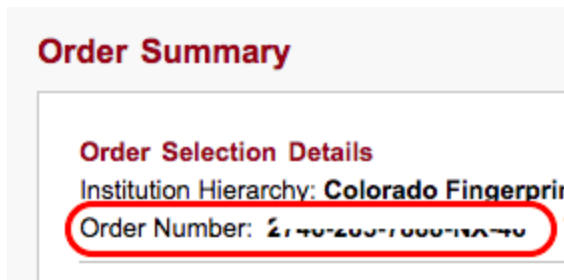
abi.complio.com says

You will not be able to edit any information for this order after proceeding – MAKE SURE YOUR INFORMATION IS CORRECT. Have you reviewed all your information?

**14. Summary and Submit** - You will receive a summary for your order, click “Next” to submit your order.



**15. Order ID** - You will receive your order ID on the screen plus it will be emailed to you and texted to you if you opted in to receive text notifications. Provide the order ID along with a valid Govt. issued photo ID to the fingerprint tech when you have your fingerprints taken.



**Fingerprinting** - Please bring the following when you go to the location to have your fingerprints taken.

- **Order ID** - Please make sure to bring in the order ID from the fingerprint registration.
- **Govt. Issued Photo ID** - Please make sure to bring a valid photo ID which can be one of the following:
  - Valid Driver's License - Issued by Colorado or another State.
  - Valid Identification Card - Issued by Colorado or another State.
  - Federal ID Card - With seal or logo from Federal Agency.
  - Valid Commercial Drivers License - Issued by Colorado or another State.
  - Valid U.S. Passport
  - Valid Foreign Passport
  - Valid Passport Book/Card
  - Valid U.S. Military Identification Card
  - Permanent Resident Card/Green Card
  - Enhanced Tribal Card

- **Rejections** - In the event your fingerprints are rejected by either the CBI or FBI you will receive a notification by email and text if you opted for receiving text messages. **DO NOT PLACE A NEW ORDER if your fingerprints are rejected you will schedule a new appointment under the existing order.**

**Out of State** - If you selected the non-resident fingerprint processing which is available for those applicants residing outside of Colorado or if you are unable to physically visit one of Colorado Fingerprinting locations. The following are the next steps in the process.

1. **FD-258 Fingerprint Card** - You must have your fingerprints taken on FD-258 fingerprint cards. You can typically do this at local law enforcement or any private agency qualified to take fingerprints. We recommend obtaining two (2) fingerprint cards. The cards need to be signed by both you and the official taking fingerprints and all personally identifiable information must be completed.
2. **Confirmation** - At the end of the enrollment process please print your confirmation receipt with your order number.
3. **Money Order or Business Check (if used for payment)** - If you used a money order or business check for payment please include the money order (with the appropriate payment amount) payable to American Bioidentity.
4. **Mail** - Mail all items listed above to:

**Colorado Fingerprinting  
Attn: CABS Fingerprint Processing  
110 16th St 8th Floor  
Denver CO 80202**

Once your request has been received it will be processed within 3-5 business days.

**Contact** - Please contact us if you have any questions or for assistance. Phone: 833-224-2227

Email: [info@coloradofingerprinting.com](mailto:info@coloradofingerprinting.com)