



CABS Frequently Asked Questions

Q: What is CABS?

A: The Colorado Applicant Background Services (CABS) is the name of the statewide vendor serviced applicant fingerprint based background check program contracted by the State of Colorado and overseen by the Colorado Bureau of Investigation (CBI) and is being implemented in response to Senate Bill 17-189. For more information about the CABS program, you may visit the CBI Employment Background Check page.

Q: Who are the vendors we can use for fingerprinting?

A: CBI awarded contracts for the CABS Program to Idemia (dba IdentoGO) and American BiIdentity (dba Colorado Fingerprinting).

Q: How much will the vendors charge per card?

A: The vendor service fee is \$10.00 per applicant plus the state and FBI fees (if required). The amount of the state and FBI fees vary by applicant type and other factors determined by the CBI. This \$10.00 fee is used by the vendor to provide the contractually required statewide service offering that includes all equipment, enrollment centers, staffing, secure infrastructure, data center, call center, help desk, etc.

Q: Can I submit fingerprints on a paper card for non-criminal (public) background checks?

A: No, physical fingerprint cards are no longer accepted for civilian prints if you have a CABS enrollment center within 40 miles. If you are an out-of-state applicant you may submit a paper card to one of the vendor's Card Conversion Center.

Q: What is a Service Code/Unique ID and how do I get one?

A: Each vendor has created a unique code for your specific agency. These codes are assigned based on Reason for Fingerprinting, CBI SDDS account, fee, and other unique data requirements for the applicant groups that need to have their fingerprints processed for employment and licensing. Use of these codes virtually eliminates the issues normally encountered when applicants have to choose these various options on their own. These errors create the need for re-printing due to the applicant choosing the wrong values. The codes for each vendor are being provided to you in this welcome packet. It is imperative that you provide this code to your applicants before they schedule an appointment.

Q: As an applicant requiring fingerprinting for the first time, do I need to pre-register and schedule an appointment?

A: Yes, applicants need to pre-register and schedule an enrollment time before going to a fingerprinting site. This pre-enrollment and scheduling process collects critical information ahead of time to create a successful and quick processing experience when you reach the fingerprinting site.

Q: Many of our potential employees are out-of-state. How will that work with the new CABS program?

A: Out of state applicants will enroll online (as will in-state applicants) and will have the option to:

- depending on the state and applicant's location, possibly schedule an appointment in their home state and electronically submit directly from that state to the CBI (at this time only IdentoGo offers this service and not all states have this availability).
- submit a physical card to a vendor's Card Conversion Center where the card will be converted to an electronic version and transmitted directly to the CBI. (conversion fee is also \$10.00 per card)
- schedule an appointment in Colorado and once they are in Colorado have prints taken and submitted electronically to the CBI, via the vendor with whom they scheduled the appointment.

Q: Is there an option for mobile fingerprinting services?

A: Yes, both vendors offer scheduled group fingerprinting for your applicants for an additional fee. Contact the vendor directly for more information or to schedule a group appointment.

Q: How will we receive the background check results with the new CABS program?

A: Once your applicants have electronically submitted their prints through the vendor services, those prints are transmitted directly to us/CBI. They are then processed by CBI and sent to the FBI (if applicable). You will then receive your results in your SDDS account.

Q: **Will the vendor have access to my criminal history results?**

A: All background check results will be provided to the respective agency accounts via the CBI's Secure Document Delivery System (SDDS). The vendors will not have access to any applicant Criminal History result data at any time.

Q: **How do I set up an account if I want to pay for my applicants to be fingerprinted?**

A: Both vendors offer different methods of payment directly to them, not CBI. Contact the vendor to set up a billing account.