



## ACCOUNT APPLICATION FORM

**Information & Instructions**

- Complete all requested information below to apply for a new account or to update information on an existing account. All information and/or sections that are required is designated with a red asterick i.e. **\***.
- **Secure Document Delivery System (SDDS)**
  - Secure web-based application that provides account holders the ability to view, download, or print CBI and/or FBI findings on a criminal or civil fingerprint submission.
  - Administrator will be responsible for managing additional users using your account, as well as their privileges.
  - **Criminal/Civil results are available for 90 days and then purged. If civil results have been purged, a new fingerprint submission and fee will be required because the previously purged result cannot be retrieved.**
- **Audit**
  - In order for CBI to be in compliance with the FBI, we must audit all of our accounts every three (3) years.
  - Administrator will be responsible for assisting our Audit team during an audit of your account.

Please check all that apply: **\*** *Is your agency a ...*

State Agency |  Federal Agency |  Licensed Childcare Agency - *If yes DCL # req.* \_\_\_\_\_

**Contact your vendor for payment options**

**AGENCY/ORGANIZATION INFORMATION: \***

Name:			
Mailing Address:			
City:	State:		Zip:
Phone Number:	Fax Number:		

**BILLING INFORMATION:**

Same as above?  Yes  No *If no, please fill out the fields below.*

Name:			
Mailing Address:			
City:	State:		Zip:
Phone Number:	Fax Number:		

**ACCOUNT CONTACTS/ADMINISTRATORS: \***

TYPE	NAME	PHONE #	EMAIL
Account Contact:			
Billing Contact:			
SDDS Administrator:			
Audit Administrator:			

**TYPE(S) OF BACKGROUND CHECKS: \***

Please indicate the Reason(s) Fingerprinted for the background checks you wish to submit (general inquiry, day care, liquor licensing, etc.) Provide a Colorado Revised Statute if possible (a list of CRS numbers governing fingerprint processing can be found on our website at <https://www.colorado.gov/cbi/employment-background-checks>).

Mail or Email Completed Form To:  
 Questions?

CBI, 690 Kipling St, Ste. 4000, Denver CO 80215  
 Phone: 303-239-4208

[CDPS\\_CBI\\_IDENT\\_TAQC@state.co.us](mailto:CDPS_CBI_IDENT_TAQC@state.co.us)  
 Fax: 303-239-5858

## Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					

**or**

Employer identification number									

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.**

You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.**

You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



# COLORADO

## Bureau of Investigation

Department of Public Safety

690 Kipling Street, Suite 3000  
Denver, CO 80215

## User Agreement for CBI-CJIS Systems Access for Non-Criminal Justice Agency

### 1. Purpose

The purpose of this User Agreement is to outline the responsibilities the Colorado Bureau of Investigation (CBI) maintains as the operating agency of the Colorado Crime Information Center (CCIC) Computerized Criminal History database (CCH) and the Secure Document Delivery System (SDDS) Criminal Justice Information Systems. These systems are collectively referred to as the CBI-CJIS Systems. The CBI agrees to furnish to the Non-Criminal Justice Agency (NCJA), hereafter called the Agency, criminal justice information through the CBI-CJIS Systems subject to the provisions contained herein. The scope of this User Agreement also extends to the contribution of fingerprint submissions to the CBI.

#### 1.1. Policy

The CBI is the CJIS Systems Agency (CSA) for the State of Colorado. Pursuant to the User Agreement between the CBI and the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Division, the CBI adopts the FBI-CJIS policies—including but not limited to the CJIS Security Policy—as the standard for all Colorado CJIS systems. Additionally, all operating policies, manuals, and procedures specific to CCIC and SDDS are incorporated by reference. It is the CBI policy that all data contained within the CCIC and SDDS computer systems are considered Criminal Justice Information (CJI) and may only be accessed and/or disseminated as specifically prescribed and authorized by Colorado law.

The CBI maintains and operates the CCIC computer system under shared management pursuant to this User Agreement. CCIC houses CCH and provides information from the National Crime Information Center (NCIC) and the Interstate Identification Index (III). A Terminal Agency Coordinator (TAC) is designated for each Agency, and is responsible for that Agency's use, security, and personnel who operate CJIS systems. All parties will operate in accordance with Colorado and Federal law; this User Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Colorado. This User Agreement shall not be amended as any amendment would require a new version of this agreement produced by the CBI and signed by all parties.

#### 1.2. Governing Standards

The Agency shall access, retain, submit, and destroy all CJI following the requirements within the laws, policies, and manuals listed below and incorporated into this agreement by reference herein.

- Title 28, Code of Federal Regulations, Part 20
- CJIS Security Policy
- The National Crime Prevention and Privacy Compact, Title 34 of the United States Code, Chapter 403, Subchapter II

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- Security and Management Outsourcing Standard for Non-Channelers (Outsourcing Standard)
- Colorado Open Records Act (CORA)/Colorado Criminal Justice Records Act (CCJRA)
- Any and all Colorado Laws specifically pertaining to the collection and use of fingerprints for and by the Agency
- CBI Misuse Policy
- Secure Document Delivery System Manual

### 1.3. Definitions

**Agency:** A non-criminal justice agency subject to the included standards throughout this agreement

**Agency Head:** The Chief Executive, or the member of the Agency appointed as the authority responsible for the operations of the Agency

**Agency Personnel:** Individuals working for the Agency in any capacity, including employees, volunteers, vendor support staff, and contract staff

**CBI:** Colorado Bureau of Investigation

**CCIC:** Colorado Crime Information Center

**CCH:** Computerized Criminal History Database

**CHRI:** Criminal History Record Information, a subset of CJ

**CJA:** Criminal Justice Agency

**CJI:** Criminal Justice Information

**CJIS:** Federal Bureau of Investigation's Criminal Justice Information Services

**CJIS System:** Any computer system containing information derived from CCIC CCH, or the FBI CCH

**Compact:** The National Crime Prevention and Privacy Compact Act of 1998

**Compact Officer:** The chief administrator of the Colorado criminal history record repository

**CORA:** Colorado Open Records Act

**CSA:** CJIS Systems Agency

**CSA ISO:** CJIS Systems Agency Information Security Officer; the appointed FBI CJIS Division personnel responsible to coordinate information security efforts at all CJIS interface agencies

**CSO:** CJIS Systems Officer

**FBI:** Federal Bureau of Investigation

**III:** Interstate Identification Index

**Individual User:** An employee of an NCJA with access to CJIS information

**LASO:** Local Agency Security Officer

**Live scan:** A device or machine used to obtain and/or transmit electronic fingerprint captures

**MBIS:** Morpho Biometric Identification System; the statewide fingerprint repository owned and maintained by the CBI

**NCIC:** National Crime Information Center

**Operator:** An individual user of CJIS data with direct access to CJIS systems

**ORI:** Originating Agency Identifier

**Outsourcing:** Obtaining services to store, access, or support CHRI lawfully obtained by the Agency to any governmental or non-governmental entity

**Outsourcing Standard:** The standard for outsourcing agreements as mandated in the National Crime Prevention and Privacy Compact Council document, "Security and Management Control Outsourcing Standard for Non-Channelers"

**PII:** Personally Identifying Information

**SDDS:** Secure Document Delivery System

**SDDS Administrator:** The primary point of contact at the Agency for access to the Secure Document Delivery System

**Terminal Agency:** An Agency that accesses data derived from the CCIC and NCIC computer systems



**TAC:** Terminal Agency Coordinator

**UCR:** Uniform Crime Reporting

## 2. CBI CJIS Systems Agency (CSA) Responsibility

The CBI serves as the Colorado CJIS Systems Agency (CSA). As such, the CBI will provide access to CCIC, NCIC, and SDDS as lawfully authorized. Furthermore, the CBI will provide operational support including:

1. Legal and legislative review of matters pertaining to CJIS systems;
2. Operational, technical, and investigative assistance to personnel using CJIS systems;
3. Provision of training and materials to the TAC to assist with their respective Agency training responsibilities;
4. Assistance in investigating and rectifying incomplete, incorrect, or misidentified criminal records or other files;
5. The CBI is the custodian of CCIC records. Public requests, subpoenas, and other requests for any CCIC information shall be referred to the CBI for review and response.
6. Approval of outsourcing to private contractors and external governmental agencies (such as consolidated information technology departments).

Costs associated with provision of these services will be paid by the CBI through budgeted funds to include fingerprint fees.

## 3. Agency Responsibility

The Agency is responsible for providing adequate security and support for CJIS systems access at the Agency. The Agency is ultimately responsible for ensuring all responsibilities listed in sections 5, 6, and 7 of this document are satisfied.

The CBI will leverage agency network services, whether dedicated line or internet service, and assist the Agency in configuring adequate security using agency-provided software and hardware. Costs associated with purchasing, maintaining, and securing agency network equipment will be paid by the Agency.

The Agency may assign any of the duties listed above to a single person, or to separate individuals. Although responsibilities are delegated to one or more individuals, the Agency is ultimately accountable for ensuring all responsibilities are met.

When a new TAC, LASO, billing contact, and/or Agency Head are designated, the Agency Head will notify the CBI Compact Officer in writing within ten days of the appointment.

### 3.1. Key Roles

Each Agency shall appoint personnel to the following roles and allow sufficient resources to perform all listed duties. The Agency may assign key roles to a single person, or to separate individuals. Once the CBI has approved outsourcing by the Agency, roles may be assigned to outsourced personnel, including employees of contractors or external Information Technology departments or divisions. Although responsibilities are delegated to these roles, the Agency is ultimately accountable for ensuring all responsibilities are met.

*Terminal Agency Coordinator (TAC)*

The TAC unifies the Agency responsibility for individual user actions and serves as a CBI point of contact  
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for quality control, dissemination of manuals and other publications, training, audits, and any other matters concerning the use and misuse of CJIS systems. The TAC provides oversight for all CJIS systems and programs within the Agency and oversees the Agency's training and compliance with CJIS policies.

#### *Local Agency Security Officer*

The LASO is the primary information security contact between the Agency and the CSA under which this Agency interfaces with the FBI-CJIS Division. The LASO actively represents their Agency in all matters pertaining to information security, disseminates information security alerts and other material to their constituents, maintains information security documentation (including system configuration data), assists the TAC with information security audits of hardware and procedures, and keeps the CSA informed as to any information security needs and problems.

#### *SDDS Administrator*

The administrator will perform all necessary duties related to the approval of SDDS user access and the security of the information therein.

#### *Billing Contact*

Each Agency that submits non-criminal applicant fingerprints for licensing--or employment external to the criminal justice agency--shall designate a primary point of contact for billing.

### **3.1.1. TAC Responsibility**

The TAC shall:

1. Maintain the most current versions of the CJIS Security Policy, Outsourcing Standard, and SDDS Policies, making them available to the appropriate personnel. The Agency Head and TAC are also responsible for enforcing the policies contained in these documents;
2. Ensure all staff are provided adequate training for their responsibilities, duties, and degree of CJIS systems access or use;
3. Appropriately manage operator access to CJIS systems to include determining appropriate access and terminating access immediately upon separation of the employee;
4. If the separated employee had to undergo a fingerprint-based background check, alert the CBI that the separated employee no longer works for the Agency so that the CBI can deflag the employee in CCIC for subsequent arrest notification purposes;
5. Disseminate essential system-related bulletins as needed to relevant Agency personnel;
6. Report any allegation or findings of misuse of CJIS information by Agency personnel to the CBI;
7. Provide information regarding CJIS systems use at the local Agency to the CBI as the state CSA. This responsibility includes, but is not limited to:
  - a. Detecting, reporting, and cooperatively investigating any unauthorized access ("misuse") of CJIS systems with the CBI immediately;
  - b. Providing information to the CBI for the purpose of the background investigation regarding each individual user;
  - c. Providing and maintaining copies of agreements with non-criminal justice agencies and businesses with access to local agency CJIS.
8. The TAC assumes all responsibilities of the LASO if a separate individual has not been appointed LASO duties for the Agency.



9. The Agency Head and/or TAC may appoint one or more alternate TACs to assist with one or more of these duties.
10. The TAC shall be responsible for ensuring adequate CCIC training for operators within the Agency to include:
  - a. Providing necessary training for newly hired operators;
  - b. Ensuring completion of security awareness training once every two years;
  - c. Maintaining documentation of any and all CJIS and fingerprinting training attended.

### **3.1.2. Local Agency Security Officer (LASO) Responsibility**

The LASO shall:

1. Maintain the most current versions of the CJIS Security Policy, Outsourcing Standard, and Interface Control Document, making them available to the appropriate personnel. The Agency Head and LASO are also responsible for enforcing the policies contained in these documents;
2. Identify who is using the CSA approved hardware, software, and firmware, and ensure no unauthorized individuals have access to the same;
3. Identify and document how any local agency interface is connected to the state system;
4. Ensure that personnel security screening procedures are being followed as stated in this policy;
5. Ensure the approved and appropriate security measures are in place and operational;
6. Support policy compliance and ensure the CJIS Systems Agency Information Security Officer (CSA LASO) is promptly informed of all security incidents where CJI may be affected.

### **3.1.3. SDDS Administrator Responsibility**

The SDDS Administrator shall:

1. Ensure SDDS results are reviewed at least weekly and information to be maintained from SDDS is downloaded and stored in a secure area or system as defined in the CJIS Security Policy;
2. Ensure each individual user of the SDDS is issued unique credentials;
3. Ensure access to the SDDS is terminated when a user no longer requires access, or separates employment from the Agency.

### **3.1.4. Billing Contact Responsibility (where applicable)**

Where the Agency pays the CBI directly for services, a designated contact will be required to ensure the CBI and the Agency can communicate regarding any billing related matters.

## **3.2. Outsourcing**

Many agencies contract with external private or public entities, such as County IT departments, or businesses providing data services, to perform services related to information technology and operational support.

Prior to outsourcing CJIS Services, the Agency shall request and receive written permission from the CBI Compact Officer as mandated in the Outsourcing Standard, section 2.

## **3.3. Audit Responsibilities**

The CBI will conduct an audit for each Agency at least once every three years. Additionally, the FBI audit staff will conduct audits at least once every three years. This audit shall include a sample of non-criminal justice agencies in Colorado who are authorized recipients of CJI. The objective of this compliance audit is

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to verify adherence to CBI and FBI policies and regulations.

The Agency is responsible for performing internal audits of outsourced services as mandated in the Outsourcing Standard.

The TAC is the primary point of contact for audit information. Audit information requested for CBI or FBI auditing purposes is to be provided in a complete and timely manner. The LASO shall provide technology security audit information through the TAC.

The CBI will cover costs to audit any Colorado non-criminal justice agency and/or data center in Colorado used by these agencies. It is the responsibility of the contracting agency to pay travel and lodging costs for audits of these facilities (to include data centers where CJIS is stored) outside of Colorado.

### **3.4. Personnel Security and Training**

Fingerprint-based background checks shall be required by all agency personnel where mandated by Colorado law. Pursuant to the Outsourcing Standard and the CJIS Security Policy, this will also extend to contractor personnel performing outsourced services. Contractor personnel shall undergo fingerprint-based background checks prior to servicing agencies where agency personnel are required to undergo fingerprint-based background checks. When fingerprinting is required, it is required for all personnel and contractors with direct, indirect, or incidental access to CJIS (including but not limited to janitorial, maintenance, IT staff, HR staff, and those with direct read/write system access). Access to CJIS must be denied to any personnel or contractor whose background check includes a felony conviction.

Regardless of whether a background check is performed, all personnel are also required to successfully complete CJIS-specific Security Awareness Training six months after initial assignment and biennially thereafter.

### **3.5. Operator Access**

Operators with direct access shall be trained and successfully obtain user certification within six months of assignment and shall recertify biennially thereafter (this certification includes Security Awareness Training). The Agency is responsible for actions of Agency personnel using CJIS systems and data derived from CJIS systems. All systems submitting or receiving CJIS or PII shall uniquely identify each user. Any violation of the policies incorporated in this agreement shall be prohibited by the Agency, including but not limited to:

- Sharing of user credentials for access to CJIS Systems;
- CJIS access from publicly accessible computers shall be considered a violation of this agreement;
- CJIS access shall be prohibited for individuals using personally owned information systems. The CBI may provide written approval for agencies that provide a detailed policy for use of personal information systems which complies with the standards of the CJIS Security Policy.

Each Agency shall set standards of discipline for violation of CJIS policy and document such standards. This can include incorporating the management of CJIS policy violations into agency policies for other disciplinary actions.



### **3.6. Purpose Code X Queries**

When an emergency placement is necessary and a prospective relative or other available person is identified, and child(ren)/youth are placed into temporary custody by law enforcement and/or the court with a county department of human or social services, the county department shall conduct an initial name-based state and federal criminal history record check. To complete the name-based record check, the county department can contact their local law enforcement to conduct the check and receive the results verbally or the county department can conduct the check themselves if they have access to CCIC/NCIC. Pursuant to Colorado Revised Statute 19-3-406, fingerprints submitted for emergency placement of a child shall be submitted within five days of placement of the child, or within 15 days in exigent circumstances per FBI mandate.

If the child is not placed or fingerprints are not going to be submitted after the name-based criminal history record check is conducted, the county department shall provide the CBI, upon request, with the reason fingerprints will not be submitted.

### **3.7. Electronic Fingerprint Submission**

Applicants should be referred to the Colorado Applicant Background Services (CABS) program site for submission of fingerprint-based background checks.

Agencies electing to maintain their own live scan fingerprint equipment shall meet the following standards:

1. Each Agency owning, leasing, and/or operating a live scan machine for electronic submission of fingerprints shall incorporate the technical standards of the CBI live scan Interface Control Document;
2. Live scan equipment shall be manufactured and/or supported by an FBI and CBI approved vendor;
3. Machines shall meet image quality specifications designated by the CBI and FBI, and be maintained regularly to sustain that image quality;
4. All civil live scan submissions shall meet the quality standards and specifications mandated for the Colorado Applicant Background Services and maintain an acceptance rate of 98%;
5. All systems submitting or receiving CJI or PII shall uniquely identify each user;
6. Adequate hardware and software support shall be maintained to ensure systems remain patched, functional, and secure.

### **3.8. Submitting Duplicate Transactions**

Each Agency that submits fingerprints, either electronically or by mail, is responsible for all charges and fees incurred by such submittal. If a fingerprint submission is submitted multiple times and duplicate charges incur, it is the Agency's responsibility to pay all associated charges and fees resulting from the duplicate transactions.

Duplicate submissions of identical fingerprint submissions for different or multiple state statutes are not acceptable. A separate set of fingerprints needs to be taken and submitted for each state statute that mandates a fingerprint-based background check.

If a fingerprint submission is rejected for low quality and a resubmission is necessary, a new set of

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fingerprints will need to be taken and submitted. Fingerprints identified as being sent previously will not be accepted. Such submission is a violation of policy per the Criminal Justice Information Services Division (CJIS) Information Letter dated June 2021, page 2, and “The second submission must have been a new collection of fingerprints. This procedure will be enforced through policy and audit.”

#### 4. Sanctions for Violations

The CBI may sanction the Agency for failure to meet the standards of the policies referenced in this document.

If a CBI audit identifies policy violations, the CBI will report the findings to the Agency in violation and request a mitigation plan. Failure to mitigate audit findings will result in sanctions as directed by the CBI Director, CJIS Systems Officer, and Compact Officer.

The CBI may impose sanctions on individual operators if an operator is found to have used CBI-CJIS systems in a manner that is against FBI and/or CBI policy, whether for unauthorized access, improper dissemination, unfounded query, or other use of the system that is not pursuant to state laws. These sanctions may include corrective training, temporary suspension, or permanent revocation of access.

#### 5. Certification

Once signed, return **THE FOLLOWING PAGE ONLY** to:  
CBI Biometric Identification and Records Unit  
690 Kipling Street, Suite 3000  
Denver, Colorado 80215.

Alternatively, this form may be emailed to [CDPS\\_CBI\\_Ident\\_TAQC@state.co.us](mailto:CDPS_CBI_Ident_TAQC@state.co.us).

End of Agreement





# NON-CRIMINAL JUSTICE AGENCY USER AGREEMENT FOR CJIS SYSTEMS ACCESS: ACKNOWLEDGMENT

As an Agency accessing and contributing to CJIS systems within the state of Colorado, we hereby acknowledge the responsibilities as set out in this document as well as those documents incorporated by reference. The Agency also agrees to comply with all state and federal statutes and regulations as may apply, and to use the information received over CJIS systems only for purposes specifically authorized by Colorado law.

We acknowledge these responsibilities have been developed and approved by the CBI and/or the FBI in order to ensure the security, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of CJIS systems.

We acknowledge a failure to comply with these responsibilities will subject the CBI and this Agency to various sanctions as recommended by the Directors of the CBI and/or the FBI.

The CBI reserves the right to suspend service to the Agency, connected system, or an individual user when the security or dissemination requirements are violated to preserve the integrity of the system or any data obtained from the system. The CBI may reinstate service upon receipt of satisfactory assurance that violation(s) have been corrected. Either the CBI or the Agency may discontinue service upon thirty days' advance written notice. This agreement shall remain valid until terminated by either CBI or the Agency.

IN WITNESS WHEREOF, the parties hereto caused this agreement to be executed by the proper officers and officials. This agreement will become effective upon the date signed.

Agency Name: \_\_\_\_\_

Account Number(s) starts with CONCI: \_\_\_\_\_  
*(existing accounts only – new accounts will be filled in by CBI)*

Note: All 3 signatures are required - See 3.1 for TAC & LASO responsibilities

Signature of Agency Head	Title and Printed Name	Date
Signature of Terminal Agency Coordinator (TAC)	Title and Printed Name	Date
Signature of Local Agency Security Officer (LASO)	Title and Printed Name	Date

### CBI Use Only Below

Signature of CBI Director/Designee	Title and Printed Name	Date
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**COLORADO**  
**Bureau of Investigation**

Department of Public Safety

IDENTIFICATION UNIT | 690 Kipling Street, Suite 4000 | Denver, CO 80215 | (303) 239-4208 | www.colorado.gov/cbi

## Account Application Form: Acknowledgement

Please read and sign below or your request will be returned as incomplete.

Your account number(s) will be assigned by the CBI and provided to you. It is essential that you use this number when submitting applicant requests.

\_\_\_\_\_  
*Initials*

If you have elected to set up a Paid Account, payment must be received upon request of background check. Requests provided to the CBI without processing fee will be returned.

\_\_\_\_\_  
*Initials*

For Due Accounts, the invoice is payable upon receipt. If you are submitting your requests electronically, please be advised that duplicate submissions will result in your agency being billed for each submission.

\_\_\_\_\_  
*Initials*

By setting up an account, you agree to keep your information with us current. Any time there is a change to your organization's name, address, phone number, e-mail address, primary contact, etc., an updated version of this form must be submitted.

\_\_\_\_\_  
*Initials*

An amendment to Colorado law requires that the CBI deny access to arrest records unless and until the person requesting same has signed a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain. In setting up an account, you agree to these terms with your signature below.

\_\_\_\_\_  
*Initials*

I certify that the information I have provided on this form is true and complete, and that I have read and understood the statements above.

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*