

**POST APPLICANT POLICY & PROCEDURE  
FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK**

Revised – February 2020

Pursuant to 24-34-303 (1)(f); 24-34-304 C.R.S. and Colorado POST Rule 14 – Fingerprint Based Criminal History Record Check, in order to enroll in any POST approved peace officer training program, or to be permitted to take the POST certification examination, all applicants must submit fingerprints. This includes all academy applicants, renewal applicants, and provisional applicants. Results are carefully reviewed to ensure appropriate eligibility. Pursuant to the Federal Bureau of Investigation (FBI), Criminal Justice Information Service (CJIS) Division policy, applicants have specific privacy rights when submitting fingerprints for criminal background checks. Please see attached Noncriminal Justice Applicant's Privacy Rights or click the link at: <https://www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights>

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide the Colorado Bureau of Investigation (CBI) with the fingerprints and payment for the state and national fingerprint-based criminal history record check. Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the FBI. The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprint-based criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or ***certain misdemeanors*** after July 1, 2001 that are listed in § 24-31-305(1.5)(b) through (h) (2005), including entering into a **deferred prosecution or pretrial diversion agreement, deferred judgment and sentencing agreement and deferred sentencing agreement; whether pending or successfully completed**. Juvenile adjudications/record are not considered a "conviction" unless filed in adult court.

For questions about POST Rule 8 or criminal convictions, please contact POST directly via email at: [POST@coag.gov](mailto:POST@coag.gov).

There are two options to submit fingerprints:

1. Go through a law enforcement agency and use a physical POST fingerprint card. (Please note that using the POST fingerprint card ensures that POST always receives the results.)
2. Go through a vendor and submit digital fingerprints.

**POST Fingerprint Card Procedure:**

1. Contact POST and order a fingerprint card.
2. Take POST fingerprint card to a law enforcement agency to roll your fingerprints. The law enforcement agency will roll the applicant's fingerprints and charge any required fee for the process to the applicant. (Live Scan may be used **if the agency has set up an account with CBI to conduct fingerprints for POST.**)
3. The applicant will forward the completed fingerprint card to **CBI**, accompanied by a certified check or money order, made out to CBI in the amount of **\$39.50** (CBI **does not** accept personal checks).

Send completed cards to: Colorado Bureau of Investigation  
Attention: Fingerprint Identification  
690 Kipling, Suite 3000  
Denver, CO 80215

**\*\*PLEASE DO NOT MAKE THE CHECK OUT TO POST OR  
SEND THE FINGERPRINT CARD TO POST  
as it will significantly delay the process. \*\***

4. The CBI and FBI will notify POST directly of any criminal conviction, if one exists. If a conviction is determined to prevent the applicant from becoming certified, POST will notify the applicant or the academy of such information. If enrolled in an academy, the academy **shall** take appropriate measures to immediately dismiss the person from the academy, pursuant to Rule 14 (f)(V).
5. If an applicant is found to have a felony conviction or de-certifying misdemeanor, and not be associated with an academy, POST will notify the applicant.
6. Per FBI policy, POST will provide a copy of the criminal record upon request by the applicant and positive verification of the applicant's identity. POST will notify the applicant they have the right to challenge the accuracy of the information on the criminal record and provide the applicant with information and resources regarding the challenge process.
7. For a challenge of Colorado state record please see details at: <https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>. An applicant can also take their dispute directly to the arresting agency. The applicant with a record may also direct their challenge regarding the accuracy or completeness of any entry on their record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. See details at: <http://www.fbi.gov/file-repository/challenge-brochure.pdf/view>
8. POST will allow an appeal period of up to 30 days for the applicant to complete a challenge of criminal background accuracy.

*The national criminal history record check generally takes approximately 2-3 weeks to complete when submitted via fingerprint card; however, it generally takes up to 72 hours when done electronically.*

**APPLICANT**  
\*See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME **NAM** FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

**Must have full name including middle. If no middle, write "NMN."**

**Circle FBI**

FD-258 (REV.3-1-10) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

**Complete signature of applicant**

RESIDENCE OF PERSON FINGERPRINTED

ALIASES **AKA**

**Other names including maiden and nicknames.**

**O R I**

**COCBI0000  
COLORADO B OF I  
DENVER, CO**

DATE OF BIRTH **DOB**  
Month Day Year

CITIZENSHIP **CTZ**

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH **POB**

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. **CONCJ1995**

LEAVE BLANK

EMPLOYER **COLORADO** LESS



POST-Dept of Law  
1300 Broadway, 9th Floor  
Denver CO 80203

FBI NO. **FBI**

ARMED FORCES NO. **MNU**

CLASS

SOCIAL SECURITY NO. **SOC**

REF.

MISCELLANEOUS NO. **MNU**

REASON FINGERPRINTED

Law Enforcement Licensing  
Must be submitted by a  
Law Enforcement Agency  
24-31-303(1)(F), CRS and  
24-31-304(3), CRS

**THESE BLOCKS MUST BE COMPLETED TO PROCESS THE CARD**

**SEX - M or F only**

**RACE - Letters only (Pacific Islander-PI, Black-B, Indian-I, White or Hispanic-W)**

**HGT - Three digit numbers only (i.e. 6 foot 10 inches - 610)**

**WGT - Listed as two or three digits only**

**EYES - Blue-blu, Brown-bro, Black-blk, Green-grn, Hazel-haz**

**HAIR - Blond-bln, Brown-brn, Black-blk, Red-red**

**DOB - Must be in the order given - Month, Day and Year**

**POB - Must show city and state (Denver, CO)**

**Fill in all required areas of the card.**

**Fee for POST search is \$39.50. Payment in the form of a certified check or money order must be made out to CBI (Colorado Bureau of Investigation). No personal checks will be accepted.**

1. R. THUMB

5. R. LITTLE

6. L. THUMB

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

### **Colorado Applicant Background Services (CABS) Procedure:**

1. Please confirm availability of this option with your academy/agency prior to setting an appointment.
2. Register online at one of the following vendor sites and set an appointment for fingerprinting.
  - a. **Idemia (dba IdentoGo)** <https://uenroll.identogo.com/> or 844-539-5539  
Applicants will use this link and enter the service code as the first step to register and set their appointment:  
Peace Officer Standards and Training – POST Board  
Service code: **25YH81**
  
  - b. **Colorado Fingerprinting** <http://www.coloradofingerprinting.com/> or 720-292-2722  
Applicants will use this link and create an account, use the following code, schedule an appointment.  
Peace Officer Standards and Training – POST Board  
**1995POSI**
3. Provide payment via credit/debit card for the fingerprinting fee of **\$10.00**, and CBI's processing fee of **\$39.50**. After payment, the applicant will receive an "Order ID" used to identify the applicant at his/her appointment.
4. The applicant will provide a **photo ID** and the Order ID at the time of appointment.
5. Live scan prints, a digital photo of the individual, and a digital signature will be submitted to CBI.

#### **Out-of-state applicants:**

1. Enroll online and schedule an appointment with the vendor in his/her state, if available.  
OR
2. If there is no vendor location in the applicant's state of residence, the applicant should order a physical fingerprint card from Colorado POST, and submit the fingerprint card to CBI, per instructions provided with the card OR send it to a vendor for conversion.

For general information please see Privacy Statement at:

<https://www.fbi.gov/services/cjis/compactcouncil/privacy-act-statement>

Please feel free to contact POST with any questions. Thank you.