

**POST APPLICANT PROCEDURE
FOR OBTAINING A FINGERPRINT-BASED BACKGROUND CHECK VIA LIVE SCAN**
Revised – August 2022

These are CBI processes, but they impact POST applicants, POST academies, and law enforcement agencies. As a result, POST has worked closely with CBI to create detailed instructions to ensure effective fingerprinting of POST academy applicants. It is essential that POST receives all returns or the prints will need to be redone.

Live Scan Instructions:

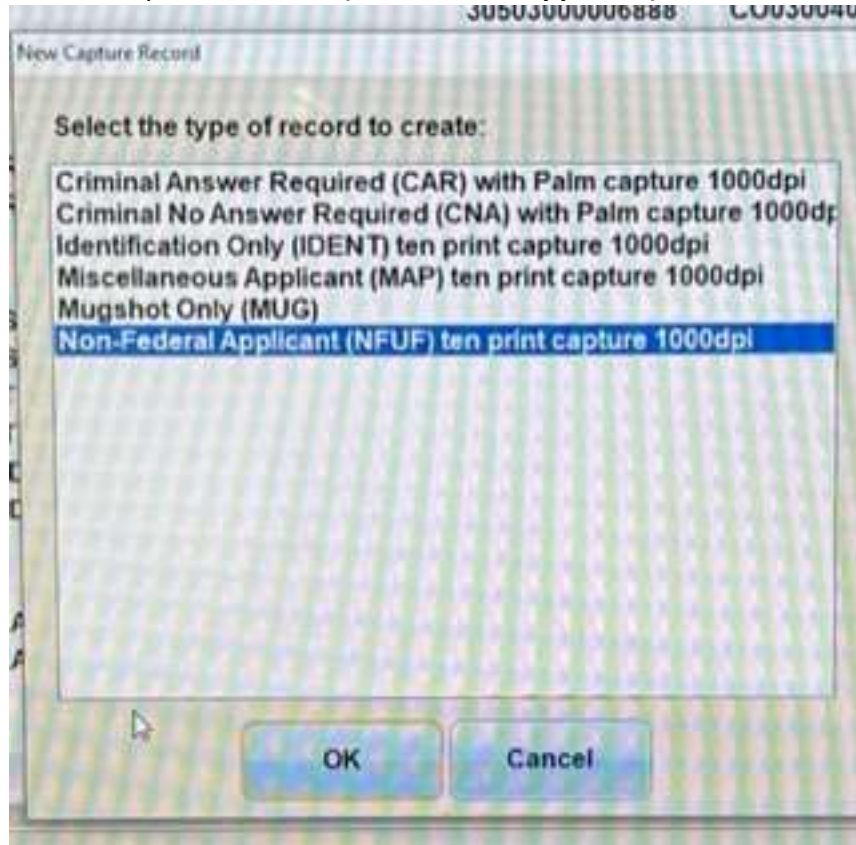
ALL agencies choosing to utilize Live Scan MUST follow these instructions without any variation to ensure prints are submitted to CBI & received by POST without delay

ONLY Agencies set up through CBI with a POST account will be able to successfully submit prints.

Please contact POST at Certification@coag.gov to see if your agency has an account through CBI. If you would like to set up an account, please contact CBI to apply. The required forms are linked at post.colorado.gov/fingerprints. It takes approximately one week from the date of submission to process and approve applications.

First Screen

1. Submit these prints as **NFUF (Non-Federal Applicant)**



Identity

1. Fill out the **last name, first and middle name** of the applicant. **Do not put a space after the comma.**
2. If the applicant has ever gone by any other names, fill out the complete last, first, and middle name of each **alias**.
3. To add another alias field hit the “+” button just under the “**Alias Names**” field.
4. Sex: **M** or **F** only
5. Race: Letters only (Asian - **A**, Black - **B**, White or Hispanic – **W**, American Indian or Alaskan Native - **I**)
6. Eyes: Blue - **blu**, Brown - **bro**, Black - **blk**, Green - **grn**, Hazel - **haz**
7. Hair: Blond - **bln**, Brown - **brn**, Black - **blk**, Red - **red**
8. Height: **Three-digit numbers** only (e.g., 6 foot 10 inches would be 610)
9. Weight: **Three-digit numbers** only

Name: DOE,JOHN JOSHUA PCN: 30503000006940

Identity

Name
Last, First Middle:

Alias Names
Last, First Middle:

+ Alias 1 of 1 X

Sex: Male

Race: WHITE (includes hispanic, latinos)

Eye Color: Brown

Hair Color: BROWN

Height:

Weight:

3-30 alpha characters. A space, comma, or hyphen may be used as a special character.

Personal Data

1. DOB: Must be in the **Year-Month-Day** Format (e.g., January 1st, 1995, would be 19950101)
2. Place of Birth: Fill in the **state** where the cadet was born (e.g., Denver, CO would be CO)
3. Country of Citizenship: **2 letters**, (e.g., United States would be US)
4. SSN: Fill in the Social Security Number of the cadet, **no dashes**, or any characters aside from the numbers needed (e.g., 564038921)
5. Residence of Person Fingerprinted: *This is an **optional** field* CBI will not reject prints if this field is left blank. If completed, please fill in the **physical address** of the cadet.
6. Employer Address: *This is an **optional** field* CBI will not reject prints if this field is left blank. If completed, please fill in the physical address of the cadet's **employing agency**.

The image shows a screenshot of a web form titled "Personal Data". The form is divided into several sections:

- Dates of Birth:** A text input field contains "19950101". Below it is a toolbar with a plus sign, "DOB", a dropdown menu showing "1", "of 1", and an "X" button.
- Place of Birth:** A dropdown menu shows "CO" selected, with "COLORADO" displayed to the right.
- Country of Citizenship:** A dropdown menu shows "US" selected, with "United States" displayed to the right.
- Social Security Numbers:** A text input field contains "000112222". Below it is a toolbar with a plus sign, "SOC", a dropdown menu showing "1", "of 1", and an "X" button.
- Residence of Person Fingerprinted:** This section contains several input fields: "Address:" followed by two stacked text boxes, "City:", "State:" with a dropdown menu, and "Zip:" with a text box.
- Employer Address:** This section contains several input fields: "Employer:" with a text box, "Address:" with a text box, "City:", "State:" with a dropdown menu, and "Zip:" with a text box.

At the bottom of the form, there is a character count: "140 characters".

Agency Data

1. Date printed must be in the **Year-Month-Day** Format, (e.g., August 7th, 2022, would be 20220807)
2. Billing/criminal ORI: This is your agency's ORI assigned **AFTER** you have set up an account with CBI for POST (it will start with **CONCJ** - it is **NOT** CONCJ1995).

Reason Fingerprinted

1. Type: **POST Board** (some will also say **24-31-304**)
2. Fee: May auto populate but if not, the fee is **39.50**
3. Fee Type (PDW): **Due**
4. RTY: **POS**
5. SDDS ORI: **CONCJ1995** (Will say Colorado Police Officer Standards In Training)

The screenshot shows a web form titled "Agency Data" with the following fields and values:

- Date Printed:** 20220728
- Billing/Criminal ORI:** CONCJ4104 (POST/LAKWOOD POLICE DEPARTMENT)
- Reason Fingerprinted:**
 - Type:** POST BOARD 24-31-304
 - Fee:** 003950
 - Fee Type (PDW):** DUE
 - RTY:** POS
 - Daycare License Number:** (empty)
 - RFP Free Text Entry:** (empty)
- SDDS Responses ORI/CONCJ:** CONCJ1995 (COLORADO POLICE OFFICER STANDARDS IN TRAINING)
- Transaction Reference Number:** (empty)
- CBI Quality Control Reject PCN:** (empty)

At the bottom of the form, there is a label: "Agency ORI or Applicant Account Number".

Ten Print Capture

Except for situations where an applicant is missing *part*, or the *entirety* of the fingerprint **DO NOT** override the print capture. **Please continue to scan prints** until you see the green “Pass” screen and then move onto the next print.

If the fingerprints are rejected by CBI and the applicant is there for a re-submission, please fill out the **CBI Quality Control Reject PCN** field with the **PCN number** found on the **rejection notice** to ensure the applicant does not get charged twice.

If the fingerprints are rejected by FBI and the applicant is there for a re-submission, please fill out the **Transaction Reference Number** field with the **number** found on the **rejection notice**. The number will **start with an E followed by the year and 20 digits** that follow. Put **ALL** of these characters into the Transaction Reference Number field to ensure the applicant does not get charged twice.

The rejection notice will indicate which agency rejected the fingerprints.

Please feel free to contact CBI or POST at Certification@coag.gov with questions.