



Department of Law  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 9<sup>th</sup> floor  
Denver, CO 80203  
(720) 508-6721  
Fax: (866) 858-7486  
Email: [certification@coag.gov](mailto:certification@coag.gov)  
<https://coloradopost.gov/>



Thank you for your interest in the Provisional Certification Process.  
*Please read the following information very carefully.*

**PLEASE NOTE: You are NOT legally permitted to work for an agency as an officer prior to receiving your POST Provisional certification letter.**

Provisional Process:

- Fingerprints
- Provisional Packet
- POST Written Exam (if applicable)
- Provisional Certification
- Employment as Certified Officer
- Training
- POST Written and Skills Exams within 6 months
- Basic Certification Upon Completion

INSTRUCTIONS:

1. Please submit your fingerprints for POST review. Instructions attached.

Out of State: If you are out of state you can visit an authorized CABS Vendor or order a POST fingerprint card using the Fingerprint Card Order Form. Please go to the “Provisional” page on the POST website for a link to the order form. Instructions will be included with the fingerprint card. Once completed, please send the fingerprint card to the Colorado Bureau of Investigation (CBI).

Remember to enclose your certified check/money order for **\$39.50 payable to CBI.**

**PLEASE DO NOT SEND FINGERPRINT CARDS TO POST.**

Colorado: Please visit either the Identigo or Colorado Fingerprinting websites to obtain instructions for electronic fingerprinting. Please note some states outside of Colorado have this option available. (Please see the Fingerprint information following this letter.)

2. The following documents are included in the Forms packet. Please complete and return these five documents via email (preferred), fax or US mail:

- Form 3 – Provisional Application (notarized)

- Form 11F – Certification Advisory Form (Provisional/Renewal)
- Authority for Release of Information (notarized)
- Skills Proficiency Exams Appeal Rights & Release of Liability
- Participant’s Acknowledgement of the Firearms Test-out Procedure
- Colorado POST Exam Confidentiality Agreement

In addition, please send **copies** of the items listed below. PLEASE DO NOT send originals.

- Academy certificate
- High school diploma or equivalent (College diplomas do not meet this requirement)
- Current First Aid AND CPR card (front and back)
- COLORADO Driver’s License/ID card (front and back)  
Please send a copy of your current, valid driver’s license if you have not yet obtained your Colorado license.

**Please do NOT send INCOMPLETE packets, as they will NOT be accepted and will be mailed back to you.**

You may scan all documents as **PDFs** and send as one document (if possible) by email (**PREFERRED**) OR you may fax or send via US mail. Please do not send documents as jpgs.

3. When all paperwork is approved and the fingerprint results have been received, the following applies:
  - **If you have worked with an out-of-state agency within six months** and have completed all required paperwork, POST will issue a Provisional Certification letter. You then may begin working for an agency and will have **up to six months** to take the POST written certification exam and the three skills exams to receive Basic certification.
  - **If you have a break in service of longer than six months, you must pass the written POST certification examination prior to receiving Provisional certification.** Please register for the written exam by emailing your preferred date to [certification@coag.gov](mailto:certification@coag.gov). You then may begin working for an agency and will have six months to complete the three skills tests to receive Basic certification.
4. POST Written Test (only if you had a break in service)  
Scheduled monthly at POST. Study guide available on POST website. Please contact POST to schedule at [certification@coag.gov](mailto:certification@coag.gov).

5. After you receive provisional certification, you are also required to take specific statutorily mandated courses. You will receive additional information when your Provisional letter is issued. You may also view the [Mandated Training](#) page under the Training tab available on our website.

6. POST Test Out

After you are issued your provisional certification letter, you must enroll in the one-day test out within six months by emailing your preferred date to [certification@coag.gov](mailto:certification@coag.gov). This includes the POST written exam and the three skills exams (Driving, Firearms, and Arrest Control).

- Verification & Authorization of Handgun Compliance

Please submit both items to POST **one-two weeks prior** to the day of the test out. This form must be completed by the certified armorer who inspects the weapon you will be using at the firearms exam (generally the duty weapon issued by your new Colorado agency). A copy of the certified armorer's certificate for the make of the weapon used must accompany this form.

Please visit the POST website at <https://www.colorado.gov/post> for more information and details. If you have further questions, please contact me directly.

[certification@coag.gov](mailto:certification@coag.gov)

Megan Dimpsey, Compliance Coordinator

720-508-6724

866-858-7486 fax

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

Revised – July 2022

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 CABS vendor and submit digital fingerprints.
2. Go through a law enforcement agency and use a physical POST fingerprint card. ***This option is only available for out of state applicants.***

*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.*

### **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 **\$54.00**. 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.

**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.

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.

# APPLICANT

\*See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME 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



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



# PROVISIONAL PACKET CHECKLIST

(Revised 2/26/20)

<b>Applicant Name</b>	
<b>Colorado Agency</b> <i>(if applicable)</i>	

Please submit completed packets electronically to [certification@coag.gov](mailto:certification@coag.gov). In order to expedite processing, we ask that you combine all forms and documents into one pdf file if possible. You are not required to provide the Armorer's Certificate or the Handgun Verification & Authorization form until enrolled in a Test Out.

## **REQUIRED POST FORMS**

- Form 3 *(All fields must be completed)*
- Form 11F *(All fields must be completed)*
- Authority for Release of Information
- Exam Confidentiality Agreement
- Skills Proficiency Exams Appeal of Rights & Liability
- Participant's Acknowledgement of Test Out Procedures

## **REQUIRED SUPPLEMENTAL DOCUMENTATION**

- Academy Certificate
- High School Diploma or Transcript *(transcript must have graduation date)*
- First Aid and CPR Certificate(s)
- DD214 or NGB-22 *(if you checked "yes" Box 8 on the Form 3)*
- Copy of State-Issued Driver's License *(Colorado DL required for Basic Certification)*

## **REQUIRED TEST OUT FORMS** *(NOT required for Refresher Academy Applicants)*

- Verification & Authorization of Handgun Compliance *(Submit 10 days prior to Test Out)*
- Armorer's Certificate/ Diploma *(Submit 10 days prior to Test Out)*





Colorado Department of Law - POST  
 1300 Broadway 9<sup>th</sup> Floor  
 Denver, CO 80203  
 post@coag.gov  
 720-508-6721 FAX 866-858-7486

APPLICATION FOR  
**PROVISIONAL CERTIFICATION OR  
 VERIFICATION OF OUT OF STATE  
 CERTIFICATION**

FORM

**3**

POST RULE

**10, 11**

October 2020

PLEASE REFER TO POST RULE 11

Last Name	First	Full Middle
Home Address	City	State Zip
I live on the Colorado Western Slope <input type="checkbox"/> Y <input type="checkbox"/> N		
Mailing Address (if different from above)	City	State Zip
Other Names:	Email:	
Cell Phone:	Alternate Phone:	
SSN:	Date of Birth:	
Gender: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	Driver's License#	DL State

- I have been **fully** certified as a peace officer **within the preceding three years** and have served as a certified law enforcement officer in a full or part-time status **in good standing** in such jurisdiction for **more than one year**. **Submit verification for review. \*Armed forces does not qualify\* Other Federal agencies must be reviewed individually.**  
 I am in a Basic Academy and have been certified in another state.
- Entire certified law enforcement service is as follows: **Submit additional documentation if needed, such as a current resume**  

Agency	City	State
Specific Dates:	From: _____	To: _____

Agency	City	State
Specific Dates:	From: _____	To: _____
- I possess a high school diploma, equivalent or evidence of HS completion, including college transcript(s) or degree. **(Submit verification.)**
- I possess current first aid and cardiopulmonary resuscitation certification or equivalents. **(Submit copies showing front and back of each card.)**
- I have submitted my fingerprints to the Colorado Bureau of Investigation on \_\_\_\_\_ (date). **Must be done prior to enrollment into a Refresher Academy (if applicable).**  
 I have submitted form 11F.
- I have  I have not been convicted of any felony or any misdemeanor as referenced in § 24-31-305(1.5) C.R.S.
- I have  I have not entered into an adult pretrial diversion, deferred judgement/sentencing or deferred prosecution, pending or complete, for any above referenced offenses, after July 1, 2001, even if the case is sealed or expunged.
- I have received a variance from POST if I answered in an affirmative manner to #6 or #7. **(If applicable submit a copy.)**
- I am not under investigation or pending investigation for any felony or any misdemeanor as referenced in § 24-31-305(1.5), C.R.S. (2005).
- I have  I have not served in the United States military and have not been released or discharged under dishonorable conditions. **(Submit a copy of official discharge documents showing Character of Service.)**
- I am a United States citizen.  
 I am not a United States citizen, but am legally permitted to work in the U.S. **(Submit verification)**

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AFFIDAVIT AND ACCOMPANYING DOCUMENTS, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THEY ARE TRUE, CORRECT, AND COMPLETE. I FURTHER ACKNOWLEDGE THAT ANY FALSE STATEMENT, MISSTATEMENT, OR INACCURACY MAY RESULT IN REVOCATION OF MY CERTIFICATION, AS WELL AS CRIMINAL PROSECUTION.**

Applicant's Signature \_\_\_\_\_ State of \_\_\_\_\_

County of \_\_\_\_\_

Signed before me on \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_ (name)

My Commission Expires: \_\_\_\_--\_\_\_\_--\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC



# CERTIFICATION ADVISORY FORM (Provisional/Renewal)

FORM  
**11F**

June 2019

Colorado Department of Law  
Criminal Justice Section, POST Board  
1300 Broadway, 9th Floor  
Denver CO 80203  
[post@coag.gov](mailto:post@coag.gov) 720-508-6721  
FAX 866-858-7486

**NOTE:** This form shall be completed by applicants submitting fingerprints for a criminal history background check who are **not associated with a POST academy**

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(PRINT) Applicant's Last Name

First Name

Full Middle Name

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## PART I – APPLICANT STATEMENT

Initials

- \_\_\_\_\_ Pursuant to § 24-31-303, C.R.S., all persons seeking POST certification shall submit fingerprints through the Colorado Bureau of Investigation and the Federal Bureau of Investigation for criminal background investigation.
- \_\_\_\_\_ Pursuant to § 24-31-305(1.5), C.R.S., POST **shall not** certify any person who has been convicted of a felony or certain misdemeanors, or who was released or discharged from the Armed Forces of the United States under dishonorable conditions. The only exception shall be if the Board has granted the person an exemption from denial of enrollment. **PLEASE CONTACT POST REGARDING CONVICTIONS, DEFERRED MATTERS and SEALED CASES.**
- \_\_\_\_\_ Pursuant to the FBI CJIS division policy, all persons submitting fingerprints for POST certification process **shall** receive a **Privacy Act Statement** <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> and **Privacy Rights form** <http://www.fbi.gov/file-repository/challenge-brochure.pdf/view> explaining his/her rights, including the appropriate use of fingerprint results. The process to challenge the accuracy of information contained in criminal history records is explained at: <http://www.fbi.gov/file-repository/challenge-brochure.pdf/view>.
- \_\_\_\_\_ Pursuant to Federal Law, it is unlawful for any person to possess a firearm who has been convicted in any court of a crime of domestic violence OR is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner OR is subject to a court order that prohibits such person from possessing a firearm.
- \_\_\_\_\_ POST certification **does not** guarantee that an applicant will either receive or be appointed as a peace officer.
- \_\_\_\_\_ Pursuant to Federal Law and § 24-76.5-103, C.R.S., a certified peace officer must be a United States citizen or legal resident who is lawfully present in the United States, OR is legally permitted to work in the U.S.
- \_\_\_\_\_ **I CERTIFY THAT I HAVE READ THE ABOVE STATEMENTS AND THESE LAWS AND CONDITIONS HAVE BEEN EXPLAINED TO ME. I HAVE INITIALED EACH ONE, AND BY SIGNING BELOW, I AGREE THAT I AM FULLY AWARE OF EACH ONE.**

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Signature of Applicant

Date

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# Privacy Act Statement

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

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.

As of 03/30/2018

*See Page 2 for Spanish translation.*

# Declaración de la Ley de Privacidad

*Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).*

**Autoridad:** La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

**Propósito Principal:** Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

**Usos Rutinarios:** Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



## DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.<sup>1</sup> Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.<sup>2</sup>
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.<sup>3</sup>

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<sup>1</sup> La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

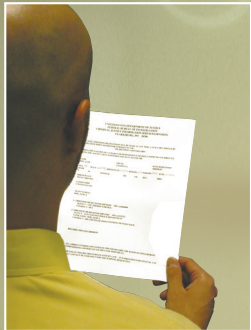
<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



# *How to Challenge and How to Obtain Your FBI Identity History Summary*

## *What is an FBI Identity History Summary?*



An FBI Identity History Summary, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to federal employment, naturalization, or military service. If the fingerprint submissions are related to an arrest, the Identity History Summary includes the name of the agency that submitted the fingerprints to the FBI,

the date of the arrest, the arrest charge, and the disposition of the arrest, if known. All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

## *How do I challenge my FBI Identity History Summary?*

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).

You may also send an electronic or written challenge request to the FBI’s CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing,

you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see “How do I obtain a copy of my FBI Identity History Summary for personal review” in this brochure.

The FBI offers two options for submitting an Identity History Summary Challenge to the FBI:

**Option 1:** Electronically submit your challenge request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Challenging Your Identity History Summary” section.

**Option 2:** Submit a written request directly to the FBI:

**FBI CJIS Division  
Attn: Criminal History Analysis Team I  
1000 Custer Hollow Road  
Clarksburg, WV 26306**

Summary Challenges are processed in the date order received.

## *How do I obtain a copy of my FBI Identity History Summary for personal review?*

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers three options for requesting your summary or proof that a summary does not exist.

**Option 1:** Electronically submit your request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Obtaining Your Identity History Summary” section.





**Option 2:** Submit your request directly to the FBI:

**FBI CJIS Division - Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306**

You are required to provide the following:

- 1) A completed Applicant Information Form.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).
- 3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

**Option 3:** Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

### ***What will I receive?***

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

If you submitted a request electronically directly to the FBI, you will receive a response electronically and an option for a response by First-Class Mail via the U.S. Postal Service.

If you submitted a request through the mail directly to the FBI, you will receive a response by First-Class Mail via the U.S. Postal Service.

### ***Frequently Asked Questions***

#### **What is the processing time?**

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. The processing time will be less if your request is submitted electronically. Requests submitted to the FBI are processed in the date order they are received. You may obtain an estimate of the current processing time on our website; refer to [www.fbi.gov/checks](http://www.fbi.gov/checks).

#### **Can the FBI send the results to someone (or an agency) other than myself?**

Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

#### **Where can I get my fingerprints taken?**

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

#### **Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?**

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the summary problem.
- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

[www.fbi.gov/checks](http://www.fbi.gov/checks)

### ***Additional Concerns***

#### **Firearm Background Checks**

The Criminal History Analysis Team 1 cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their website at:

[www.fbi.gov/nics](http://www.fbi.gov/nics)

#### **Licensing and Employment Background Checks**

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.





**Phil Weiser**  
Attorney General  
**Natalie Hanlon Leh**  
Chief Deputy Attorney General  
**Eric R. Olson**  
Solicitor General  
**Eric T. Meyer**  
Solicitor General



**STATE OF COLORADO**  
**DEPARTMENT OF LAW**

**RALPH L. CARR**  
**COLORADO JUDICIAL CENTER**  
1300 Broadway, 9th Floor  
Denver, Colorado 80203  
Phone (720) 508-6000  
**Peace Officer Standards  
and Training**

**CONFIDENTIALITY AGREEMENT**  
**Colorado POST Certification Exam**

As a candidate to become a Colorado POST-certified peace officer, I agree to the following terms and conditions of this Confidentiality Agreement concerning my participation in the certification exam:

1. I understand the contents of this exam contain secure and confidential material and must remain so indefinitely.
2. I will not discuss any part of this certification exam, as described below in #3, with any person, including but not limited to:
  - any current, former or future members of any police agency, within or outside of Colorado, including those at the academy or college which I attended;
  - any candidates having already participated in the process or candidates waiting to participate;
  - any other individual inside, or outside, of the law enforcement community;
  - any members of city or county government;
  - any members of the press;
  - any agents of test preparation firms; or
  - any other person who has the potential to communicate this secure information to any other person.
3. The certification exam information to be held secure and confidential includes, but is not limited to, the following:
  - the specific exercise instructions, requirements or content;
  - the test questions and possible answers;
  - any secure and confidential specifics regarding how the assessment will be administered;
  - the specific rating criteria and rating dimensions utilized in this assessment process;
  - the specific sections of the source material from where written examination items were drawn.

\_\_\_\_\_ Initials

**READ AND SIGN OTHER SIDE**

4. I will not use any part or portion of the above-described certification exam for my own personal or professional purposes.
5. I will not discuss or share with any person, group or department any conclusions I or others draw from participating in this Colorado POST certification exam, if discussing or sharing those conclusions would reveal any confidential information.
6. I understand that upon a violation, or suspected violation, of this Confidentiality Agreement, Colorado POST and my future agency, if I am so employed, will be notified and possible legal action taken against me.

By signing and dating this Confidentiality Agreement in the spaces below, I certify I have read and understand this agreement in its entirety, and I agree to be bound by its terms.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Department of Law  
Ralph L. Carr Colorado Judicial Center  
1300 Broadway, 9<sup>th</sup> floor  
Denver, CO 80203  
(720) 508-6721  
Fax: (866) 858-7486  
Email: [certification@coag.gov](mailto:certification@coag.gov)  
<https://coloradopost.gov>



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## SKILLS PROFICIENCY EXAMS APPEAL RIGHTS AND RELEASE OF LIABILITY

I acknowledge:

1. The range of difficulty in the demonstration of such skills proficiencies includes multiple degrees of physical exertion
2. Skills exams are for testing, not training
3. The exams are based on the Colorado POST Skills Proficiency Manual
4. The examination process is an open environment
5. Proficiency will be closely evaluated

As a participant in this testing process, the following Appeal Rights apply:

1. Per Board Rule 16(d): Any protest or challenge to an examination or its administration must be made in writing within ten (10) days of the examination. The Director shall issue his decision in writing within twenty (20) working days.
2. The decision of the Director shall be final, unless appealed to the Board in accordance with Rule 3(b).

### **Liability Release**

In consideration of the opportunity to test out of the skills training requirements as set forth in Colorado POST rules, the undersigned releases and discharges: the State of Colorado, the Department of Law and the Colorado Attorney General; the Colorado POST Board, Staff and each of its members including, but not limited to, SME Skills Committee Members and Evaluators; and all current and former employees and agents of the above-named entities from any and all claims, whether in an individual or official capacity, for any injury, damage, liabilities, expenses, loss of service, or other damage that the undersigned may suffer as a result of the undersigned's participation in the skills proficiency test-out process. The undersigned further agrees not to sue, appeal, challenge or otherwise seek damages or injunctive relief from any of the above named entities or persons in any court of law or administrative forum.

---

Signature

Date

---

Printed Legal Name



## PARTICIPANT'S ACKNOWLEDGMENT OF THE FIREARMS TEST-OUT PROCEDURES

I, \_\_\_\_\_, fully understand and will comply with the following firearms test-out rules:

- 1) I must successfully pass the entire Block #1 of Safety, Maintenance, and Weapons Management before proceeding to Block #2. This includes writing the four Firearms Safety Rules. If I fail Block #1, I will not be allowed to continue. Additional attempts, up to three total, must be coordinated by POST staff with a Firearms SME committee member, and payment of \$125.00 for each attempt must be submitted prior to the exam.
- 2) I will be permitted three (3) formal attempts at a skills test out to successfully pass Block #2 (Handgun Qualification Course). Should I fail all three formal attempts, I will be required to attend the entire firearms portion of either a POST Basic Academic Training Program or a Reserve Academic Training Program. Attendance for a specific academy skills program is not automatic. Arrangements must be made by the student with an academy director's approval and coordinated with POST. Acceptance is entirely at the academy director's discretion.
- 3) If I choose not to continue with a second or third qualification attempt during Block #2, I can stop, get additional practice, and retest the 2<sup>nd</sup> or 3<sup>rd</sup> attempt at another skills test or location. **I realize I must pay an additional skills test out fee if I take a time out and additional attempts must be coordinated by POST staff.**
- 4) If during any stage of qualification, I incur an unanticipated malfunction, I may be given an "alibi" provided that – in the opinion of the SME member overseeing the qualification – I made an immediate effort to properly clear the malfunction but was unable to safely do so within the prescribed time limit. The stage may be re-shot at the discretion of the SME member.
- 5) I must test with a semi-automatic pistol which has been inspected for serviceability and safety by a currently certified armorer. I will have a minimum of 75 rounds of new factory loaded ammunition in my possession.
- 6) **I MUST ADHERE TO THE 4 FIREARMS SAFETY RULES WHILE DEMONSTRATING, DESCRIBING, OR IN ATTENDANCE AT THE ENTIRE FIREARMS TESTING. ANY VIOLATION OF THESE 4 RULES WILL RESULT IN IMMEDIATE FAILURE OF THE TESTING AND REQUIRE REMOVAL FROM THE TESTING AREA.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Phil Weiser**  
Attorney General

**Natalie Hanlon Leh**  
Chief Deputy Attorney General

**Eric R. Olson**  
Solicitor General

**Eric T. Meyer**  
Solicitor General



**STATE OF COLORADO  
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**Peace Officer Standards and  
Training**

Stage One of Block #1 of the Firearms Skills testing requires that the participant write the four POST Firearms Safety Rules as stated below.

**FOUR RULES OF FIREARMS SAFETY**

- 1. All weapons must be treated as if they are always loaded**
- 2. Never let the muzzle of a weapon point at anything you are not willing to destroy**
- 3. Keep your finger off the trigger and out of the trigger guard until the sights are on the target and you are prepared to shoot**
- 4. Always be certain of the target and beyond**

**If the participant is unable to complete Stage One, they will not be permitted to continue and this will count as failure of the Firearms Skills exam.** Additional attempts, up to three total, must be coordinated by POST staff with a Firearms SME member, and payment of \$125.00 for each attempt must be submitted prior to the exam.



Department of Law  
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1300 Broadway, 9<sup>th</sup> floor  
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<https://coloradopost.gov>



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**Colorado POST "Skills Testing" Letter for  
VERIFICATION AND AUTHORIZATION OF HANDGUN  
COMPLIANCE**

(Submit with Armorer's Certificate 10 days prior to test out)

Date: \_\_\_\_\_ Firearms Test Applicant Name: \_\_\_\_\_

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, being a factory-certified armorer **OR**  
(PLEASE PRINT FULL NAME)

possessing a gunsmith training certificate, verify the following handgun to be within minimum factory specifications and is in a safe working condition:

MAKE OF HANDGUN: \_\_\_\_\_

MODEL OF HANDGUN: \_\_\_\_\_

CALIBER OF HANDGUN: \_\_\_\_\_

SERIAL NUMBER OF HANDGUN: \_\_\_\_\_

REGISTERED OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

I have inspected, disassembled, reassembled, and tested this weapon and I verify it is safe to operate and meets minimum factory specifications and factory installed safety components.

Signed: \_\_\_\_\_

I have attached a photocopy of my factory armorer certification **OR** a photocopy of a diploma from a gunsmith training program.