Colorado Fingerprinting Applicant Registration Instructions

Fingerprinting appointments are required. The following are step by step instructions to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.

1. **Website -** Visit the website https://abi.cabiond.com/ and click "Create Account" to begin.

New to Fingerprinting? Create an Account and Proceed   English ▾

2. **Account Creation: Step 1 -** Enter your first name, middle name (if applicable), last name, suffix (if applicable), gender, DOB & preferred communication language. Once you have verified all of your information is correct, click "Next".

Create an Account
Please fill the form below to create an account

① Personal Information   **②** Contact Information   **③** Account Information

Personal Information

First Name *
[   ]

Middle Name *
[If you don't have a middle name, check the box below.]

☐ I don't have a Middle Name.

Last Name *
[   ]

Suffix *(Optional)*
--Select-- ▾

☐ I have an Alias, Maiden name and/or a proposed legal name change

Gender *
--Select-- ▾

Date of Birth *
mm/dd/yyyy 🗓

Preferred Communication Language
--Select-- ▾

Step 1 of 3   [Next] [Cancel]

3. **Account Creation: Step 2 -** Enter your primary email address **which should be your own personal email address** and is very important for notifications and status on your fingerprinting. Confirm your primary email address, enter your address & phone number. After verifying your information is correct click "Next".

Create an Account
Please fill the form below to create an account

① ——— ② ——— ③
Personal Information   **Contact Information**   Account Information

Contact Information

Primary Email *

Confirm Primary Email *

Add Secondary Email *(Optional)*

Address *

Country *
--Select--

State *
--Select--

City *

Zip Code *

Primary Phone Number *

Secondary Phone Number *(Optional)*

Step 2 of 3

Previous   Next   Cancel

4. **Account Creation: Step 3 -** Enter a user name, which can be your email address, create a password (the requirements are below), confirm your password and click "Create an Account".

Create an Account
Please fill the form below to create an account

1 ——————— 2 ——————— 3
Personal Information   Contact Information   **Account Information**

Account Information

Username *
[   ]   [Check]

Password *   Confirm Password *
[   ]   [   ]

Your Password must meet the following requirements

- Should not have blank spaces.
- Should have 8 to 15 characters.
- Should have at least one digit [0-9]
- Should have at least one capital letter [A-Z]
- Choose at least one of the listed special characters [@ # % ^ _ + ~ \ ' : / , ( ) [ ] -]

Step 3 of 3   [Previous] [**Create an Account**] [Cancel]

5. **Place Order -** If you have placed an order previously, your order history will be displayed. To place a new order, click "Place New Order".

COLORADO Fingerprinting   Welcome Smith, John ☑ 👤 English ▼ 29:36 minutes until auto Logout

Order History   [View Documents] [Place New Order]

Order Number	Order Date	Location	Order Status	Appointment S...	Services	Amount	Action

|◄ ◄ ► ►| 0 - 0 of 0 items

6. **Order Options -** Choose "Fingerprint Location" if you are visiting a fingerprint location - search by your zip code for the locations closest to you. Choose the location most convenient for you and click "Next". If you are not able to visit a fingerprint location select "Mail Fingerprint Card" and click "Next" & skip to step 8.

7. **Schedule Appointment -** The available days for the location selected will be displayed. Select the day you wish to get fingerprinted and the available times will be displayed. Select the time slot and click "Next".

8. **Billing Code -** Select "Yes" that you do have a billing code and enter the billing code. The billing code for your institution is **1100TALIC**

Billing Code
Please select billing code option.

Do you have a Billing Code?
⦿ Yes   ◯ No

Enter Billing Code *

1100TALIC

Step 3 of 9   Previous   **Next**   Cancel

9. **Service Type -** The Service Type & CBI Unique ID associated with the billing code for your institution will be displayed. Just click "Next" on the next two screens to proceed.

Service Types
Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted.

> **CABS**
> Colorado Bureau of Investigation (CBI) fingerprint processing for licensure/employment in Colorado. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are not sure of the CBI unique ID, you can use the lookup tool but if you are not sure contact your agency/employer for assistance.

Step 4 of 9   Previous   **Next**   Cancel

Service Types
Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted.

Why do you need to get fingerprinted?   CABS ▾

Enter CBI Unique ID *
1100DCLI

Step 4 of 9   Previous   **Next**   Cancel

10. **Personal Information -** Your personal information from when you created your account will be displayed. If your SSN is required for the specific service you will be required to enter your SSN. **Double check all of your information to make sure it is correct.** Click "Edit Profile" to make any changes/corrections. After verifying your information is correct click "Next".

Profile Details Edit Profile

First Name:	John	Middle Name:	
Last Name:	Smith	Primary Email:	testmanc88@gmail.com
Gender:	Female	Secondary Email:	-
Date of Birth:	7/4/1976	Primary Phone:	(720)-292-2722
Preferred Communication Language:	English (Inglés)	Secondary Phone:	
Social Security Number:		Address:	110 16th St Denver, COLORADO 80223, UNITED STATES of AMERICA

Step 5 of 9

Previous   Next   Cancel

11. **DOB Confirmation -** You need to enter your DOB and if applicable the last four of your SSN to proceed. The DOB and last four digits of your SSN must match what was entered for your profile.

Confirm your Date of Birth   ✕

Date of Birth

mm/dd/yyyy   📅

Cancel   **Confirm**

12. **Fingerprint Information -** Enter the information needed for fingerprinting which includes your place of birth (country/state), citizenship, race, eye color, hair color, height & weight. If the daycare license number is required for your institution you will need to enter your institution's daycare license number.

Personal Details

Place of Birth (Country):*	Place of Birth (State):*
-Select- ▼	-Select- ▼

Citizenship:*	Race:*
-Select- ▼	-Select- ▼

Eye Color:*	Hair Color:*
-Select- ▼	-Select- ▼

Height (ft):*	Height (in):*
-Select- ▼	-Select- ▼

Weight (lbs)*
Please enter value. ▲▼

Service Details

CBI Unique ID ~~▆▆▆▆▆~~

Reason Fingerprinted: ~~CHILDCARE - LICENSED (CBI)~~

Reason Fingerprinted ~~CHILDCARE - LICENSED~~
Colorado Revised ~~(CBI)~~
Statute (C.R.S.):

Total Fee: ~~$51.50~~

AcctNam (Literal): ~~CATHEDRAL RIDGE~~

AcctAdr: ~~▆▆▆▆▆▆▆▆~~

AcctCty: ~~WOODLAND PARK~~

AcctSta: ~~CO~~

AcctZip: ~~80863~~

Daycare License#*
1559492

Previous   **Next**   Cancel

13. **Review and Privacy Act Statement -** This is your last change to review your information and ensure it is correct. Scroll to the bottom and click the acknowledgement that you have read the privacy act statement. Click "Next" to proceed.

Privacy Act Statement

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

☐ I have read the Privacy Act Statement and Accept it.

Previous   **Next**   Cancel

14. **Order Summary -** You will see a summary of your order. If there is a balance you will need to pay the balance with a credit card, otherwise just click "Finish".

Payment Details
Please select your preferred method of payment to complete your order.

Order Summary

Service Name	Base Price	Unit	Unit Price	Net Price	Paid by Institution	Paid by Applicant
CABS	$54.50	NA	NA	$54.50	$54.50	$0.00
					Sub Total:	$0.00
					Total:	$0.00

Balance Amount: $0.00

Previous   Finish   Cancel

15. **Order Confirmation -** Your confirmation page will be displayed with your order number which will also be emailed to your email address.

⊘ Your order is created successfully.   ✕

Order Confirmation
Congratulations, Your order is confirmed.

Thank you for your order!
An email confirmation has been sent to **davidtestbradley@cfp.com**

Order Summary   Print Order

Order Details
Order Number: 1091-285-4702-36-148   Order Date: 1/23/2023

Fingerprinting - Please bring the following when you go to the location to have your fingerprints taken.
- **Order ID -** Please make sure to bring in the order ID from the fingerprint registration.
- **Govt. Issued Photo ID -** Please make sure to bring a valid photo ID which can be one of the following:
  - Valid Driver's License - Issued by Colorado or another State.
  - Valid Identification Card - Issued by Colorado or another State.
  - Federal ID Card - With seal or logo from Federal Agency.
  - Valid Commercial Drivers License - Issued by Colorado or another State.
  - Valid U.S. Passport
  - Valid Foreign Passport
  - Valid Passport Book/Card
  - Valid U.S. Military Identification Card
  - Permanent Resident Card/Green Card
  - Enhanced Tribal Card

Rejections - In the event your fingerprints are rejected by either the CBI or FBI, you will receive a notification by email and text if you opted for receiving text messages.
DO NOT PLACE A NEW ORDER if your fingerprints are rejected, you will "reschedule an appointment" under the existing order.

Mail Fingerprint Card - If you selected mail fingerprint card if you are unable to physically visit a fingerprint location. The following are the next steps in the process.

1. **FD-258 Fingerprint Card -** You must have your fingerprints taken on FD-258 fingerprint cards. You can typically do this at local law enforcement or any private agency qualified to take fingerprints. We recommend obtaining two (2) fingerprint cards. The cards need to be signed by both you and the official taking fingerprints and all personally identifiable information must be completed.
2. **Confirmation -** At the end of the enrollment process please print your confirmation receipt with your order number.
3. **Mail -** Mail all items listed above to:

> **Colorado Fingerprinting**
> **Attn: CABS Fingerprint Processing**
> **110 16th St 8th Floor**
> **Denver CO 80202**

Once your request has been received it will be processed within 3-5 business days.

Contact - Please contact us if you have any questions or for assistance.

Phone: 833-224-2227

Email: info@coloradofingerprinting.com

Website: www.coloradofingerprinting.com

Applicant Account Login: https://abi.cabiond.com