## **Colorado Fingerprinting Applicant Registration Instructions**

## **BSA**, Peaceful Valley Ranch - Licensed Childcare

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.

- Website Please visit <u>https://abi.complio.com/</u> to begin (smartphone and tablet friendly)
- 2. Create Account Click the "Create an Account" button to begin the registration process.

1	Sign in
	Can't access your account?
	New to Complio?
U	Create an account

 Enter Information - Carefully enter all of your information. Fields with asterisks (\*) are required. Please note for your username you can choose anything that is available including your email address.

Create an accoun	t						Spanish
lease fill the form below to	create an account.	The item	s with * are required.				
Personal Information							
First Name:*		Middle	Name:* If you don't have	e a midd Last Name	*		Enter Suffix if Applicable
			🗌 I don't have a Middle I	Name.			
Do you have an SSN?:*	• Yes ○ No		Social Security Number:*		)		
I have an Alias or Maide	n name						
Gender:*	Select	-	Date of Birth:*	mm/dd/yyyy		Preferred Communication	English (Inglés)
Contact Information						Language:	
Primary Email:*			Confirm Primary Email:*			)	
Secondary Email:			Confirm Secondary Email:				
Address:*							
Country:*	Select	-	State:*	Select	-	City:*	
Zip Code:*							
Primary Phone:*	()		Secondary Phone:	()			
ccount Information							
Username:*			Check				
Password:*			Confirm Password:*				

🖙 Create Account & Proceed 🔀 Cancel

**4. Start Ordering Process -** After successfully creating an account click the "Get Started" button to start the ordering process.



5. Location - Choose Location or Out of State - If you live in Colorado, find the nearest location by entering your zip code and click search. If you live outside of the State of Colorado or cannot physically make it to a location then choose "Out of State" and proceed to step 7.

Colorado Fingerprinting Site     I have an event code	Out of State	
Choose Location	Find Location	
	E 20th Ave Enter Zip Code: 80202 Search Ne	ext 🛋
the Cheesecake Factory	E 23rd Ave	20 1

 Appointment - Select one of the available appointment slots and click "Next" to proceed.





7. Order Selection - Choose "CBI CABS Fingerprinting" from the available services.



8. CBI Unique ID - Enter the CBI Unique ID for your institution and click "Next". The CBI Unique ID for your institution is **5994DCLI** 

Order Selections	
<ul> <li>Colorado Fingerprinting Package (CBI Fingerprint Process)</li> </ul>	
CBI Unique ID :*	
If you do not have a Unique ID, please contact your Licensing Agency or Employ	ver. Incorrect ID may be declined by your
	Previous Next 📦

**9.** Billing Code - Enter the billing code for your institution and click "Next". The billing code for your institution is **5994PVLIC** 

CBI Unique ID :-			
If you do not have a Unique I	D, please contact your Licensing Agen	icy or Employer. Inco	rrect ID may be declined by you
Billing Code:		)	
If you have a Billing Code ple	ease enter here.		
			Previous Next

**10. Verify Personal Information -** Verify the personal information entered from the account creation to ensure it is correct. Make any changes as needed and click "Next".

Personal Inform	nation								
First Name:*	David		Middle	Name:*	К		Last Name:*	Tester	Enter Suffix if App
				🗌 l de	on't have a Middle	Name.			
Do you have an SS	N?:*	Yes No		Social S	Security Number:*	111-55-7777		]	
I have an Alias of	or Maiden r	name						-	
Gender:*		Female	•	Date of	Birth:*	07/04/1976		Preferred Communication Language:	English (Inglés)
Phone:*		(720)-292-2722		Second	lary Phone:	()	0		
Email:		hmdaverf99@gmail.com		Second	lary Email:			Confirm Secondary Email:	
You can edit your emai	il address by	v clicking Edit Profile on your da	shboard.					_	
Address:*		110 16th St							
Country:*		UNITED STATES of AM		- State:*		COLORADO	-	City:*	Denver
Zip Code:*		80202							
Text Message Noti	fications								
Receive Text Notific	cation:	• Yes No		Cellular	r Phone Number.*	(720)-292-27	22	]	
					年 Previous	Next 🔿			× Cancel

11. Fingerprinting Information - Add the information needed for fingerprinting.
 Fields with asterisks (\*) are required. Double check your information and click
 "Next" to proceed. If the daycare license # is required please enter the license number for your institution which is 47810

Information for Finger Printing

<ul> <li>Pleas</li> </ul>	e provide	all reques	ted informatio	1
- 1 1040		annuuuuu	icu miomano	

Bold \* lettering indicates required information.
Omitting or providing false information may be cause for disqualification.

		_			_			_
Place Of Birth (Country)*	Select	-	Place Of Birth (State)*	Select	-	Citizenship*	Select	
Race*	Select	•	Eye Color*	Select	•	Hair Color*	Select	•
Height Feet*	Select	-	Height Inches*	Select	-	Weight*		_

• Please make sure to confirm your institution or department about your Unique ID.

Reason Fingerprinted	FOSTER CARE - CNTY LICENS	-	CBI Unique ID	CAWACFCI	-	Daycare License #	
AcctNam (Literal)	DENVER DEPARTMENT OF HU	-	AcctAdr	1200 FEDERAL BLVD	-	AcctCty	DENVER -
ACCTSTA	CO	-	AcctZip	80204	-	Reason Fingerprinted Colorado	FOSTER CARE - CNTY LICENS -
Total Eco/\$)	40.5					Revised Statute (C.R.S.)	
Iotal Pee(a)	49.5						
			V Previous N	ext 🔿 🕽			× Cancel

**12. Double Check and Agreement -** Double check all of your information to ensure it is correct. Click the checkbox to agree with the privacy statement and click "Next".

Name:	CSHA	Appointment Time:	03/20/2019 (01:15 PM - 01:30 PM)	
Description:	Massage Therapy			
Privacy Act Statement				
Authority: The FBI's acquisitio authorities include Federal sta however, failure to do so may	n, preservation, and exchange of finger tutes, State statutes pursuant to Pub. L affect completion or approval of your ap	prints and associated informatic . 92-544, Presidential Executive oplication.	n is generally authorized under 28 U.S.C. 534. Depending on the nature of your app Orders, and federal regulations. Providing your fingerprints and associated informat	lication, supplemental ion is voluntary;
Principal Purpose: Certain det information/biometrics may be Generation Identification (NGI agency. The FBI may retain yo other fingerprints submitted to	terminations, such as employment, licer provided to the employing, investigatin ) system or its successor systems (inclu sur fingerprints and associated informat or retained by NGI.	nsing, and security clearances, r g, or otherwise responsible age uding civil, criminal, and latent fil ion/biometrics in NGI after the c	naye predicated on fingerprint-based background checks. Your fingerprints and ass no, and/or the FDI for the purpose of comparing your fingerprints to other fingerprint repositories) or other available records of the employing, investigating, or of ompletion of this application and, while retained, your fingerprints may continue to be	sociated s in the FBI's Next therwise responsible e compared against
Routine Uses: During the proc your consent, and may be dis Routine Uses for the NGI syst responsible for employment, o responsible for national securi	cessing of this application and for as lon closed without your consent as permitte tem and the FBI's Blanket Routine Uses contracting, licensing, security clearance ity or public safety.	g thereafter as your fingerprints d by the Privacy Act of 1974 an . Routine uses include, but are is, and other suitability determin	and associated information/biometrics are retained in NGI, your information may be d all applicable Routine Uses as may be published at any time in the Federal Registe not limited to, disclosures to: employing, governmental or authorized non-governmen ations; local, state, tribal, or federal law enforcement agencies; criminal justice agen	disclosed pursuant to er, including the tal agencies cies; and agencies
A valid State ID Card (or outly outlying possession of the U.S U.S. passport, foreign passpo	ing possession of the US with seal or lo S., Commercial Driver's license issued b rt, passport book/card, valid U.S. militar	go from State Agency, Federal y a State or outlying possession y identification card, permanent	D Card with seal or logo from Federal Agency, Commercial Driver's license permit is of the U.S., paper/temporary Driver's License issued by State or outlying possessio resident card/green card (I-551), enhanced tribal card (ETC).	sued by State or n of the U.S., valid
		I have read the Priv	acy Act Statement and accept it.	
		Previous N	ext 📦	× Cancel

**13. Last Chance to Change Information -** You will receive a warning that this is your last chance to double check your information. After double checking your information click "OK" to proceed.



**14. Summary and Submit -** You will receive a summary for your order, click "Next" to submit your order.

printing Package		
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**15. Order ID -** You will receive your order ID on the screen plus it will be emailed to you and texted to you if you opted in to receive text notifications. Provide the order ID along with a valid Govt. issued photo ID to the fingerprint tech when you have your fingerprints taken.

Order Selection Details Institution Hierarchy: Colorado Fingerprin Order Number: 2, 40-200-1000-100-40

Order Summary

**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

**Out of State -** If you selected the non-resident fingerprint processing which is available for those applicants residing outside of Colorado or if you are unable to physically visit one of Colorado Fingerprinting locations. 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. Money Order or Business Check (if used for payment) If you used a money order or business check for payment please include the money order (with the appropriate payment amount) payable to American Bioidentity.
- 4. 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