



Approved Vendor for  
Colorado Bureau of Investigation



Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com).
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:

**CBI Unique Code: 1403ETCI**

**Reason Fingerprinted: Education - Licensed (School District)**

**Billing Code: 1403SLVEduLic**

4. **Payment** - The billing code covers all or part of the fee for the background check depending on the agency/employer. If there is a remaining balance you can pay with the available payment options such as credit card.
5. **Confirmation** - You receive your appointment confirmation with your number which is delivered by both text and email.
6. **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport)**. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results** - The results are returned to CBI authorized agencies.
8. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us toll free 833-224-2227 or email [info@coloradofingerprinting.com](mailto:info@coloradofingerprinting.com) if you have any questions or need assistance.