



Prior to submitting an application for licensure, each applicant must submit a set of fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a Colorado and national fingerprint-based criminal history background check utilizing records of CBI and the FBI.

Applicants applying for a community association license, who currently hold any other professional license (such as a real estate broker license) will still be required to complete this process.

### Options for Getting and Submitting Fingerprints

CBI only conducts background checks; they do not perform the actual fingerprinting. You must utilize one of the following methods for getting fingerprinted and communicating information to CBI.

Contact The CBI to verify cost or if you have any questions

- CBI does not accept personal checks. Payment can be made (payable to CBI) by money order, cash, Visa, MasterCard and cashier's check. Company checks are also accepted.
- Most providers of fingerprinting services will charge a fee in addition to the fee payable to CBI.

Mail Fingerprint cards to:  
Colorado Bureau of Investigations (CBI)  
690 Kipling Street  
Suite 3000  
Denver, CO  
80215

### Option1 (Electronic Transfer)

Utilize an electronic transfer of fingerprints and identification information directly to CBI. The providers listed below will collect the CBI fee and transmit the fingerprint data and identification information to CBI. This process does not utilize a paper fingerprint card. However, when you are asked by the person taking your fingerprints, you will need to know the identification information described below in the Additional Information section.

#### Locations

- [Arapahoe Community College](#)
- [PSI](#) (Psychological Services Incorporated)
  - [Testing Center Facilities](#)
  - [Contact Information](#)

### Option 2 (Fingerprint Card with Electronic Transfer)

Use the fingerprint card # FD-258 and utilize an electronic transfer of fingerprints onto the card. See Additional Information below for availability of card #FD-258.. You must complete all fields on the fingerprint card. Afterward, you will need to either mail or deliver the completed fingerprint card to CBI along with the fee. See CBI contact information above.

**Leave the identification information area of the fingerprint card blank until the person taking your fingerprints asks you to furnish the information.**



**FINGERPRINT-BASED CRIMINAL HISTORY BACKGROUND CHECK**

The following County Sheriff Departments will electronically transfer fingerprints onto the fingerprint card. You will need to contact them for hours of operation and payment information:

<b>Douglas</b>	<b>Boulder</b>	<b>Eagle</b>	<b>Elbert</b>
<b>Grand</b>	<b>Gunnison</b>	<b>Hinsdale</b>	<b>Larimer</b>
<b>Logan</b>	<b>Moffat</b>	<b>Oray</b>	<b>Pueblo</b>
<b>Rio Grande</b>	<b>Saguache</b>	<b>Summit</b>	<b>Weld</b>

**Option 3 (Rolled Ink Transfer)**

Most police departments will utilize the rolled ink transfer of fingerprints onto card #FD-258. Call for hours of operations and cost. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until the person taking your fingerprints asks you to furnish the information. Afterward, you will need to either mail or deliver the completed card to CBI along with the fee.

The ink method can have the highest rate of failure due to lower quality of print characteristics. If you choose this method it is recommended that it be performed by a law enforcement agency trained in the process.

**Additional Information**

If you utilize option 2 or 3 be sure all of the information asked for in the spaces on the top portion of the fingerprint card are completely filled out, or the fingerprint card will be rejected. You will need to also fill in the following spaces on the fingerprint card with the following information:

<b>EMPLOYER AND ADDRESS</b>	<b>REASON FINGERPRINTED</b>	<b>YOUR NO. OCA</b>	<b>ORI</b>
<p><b>Colorado Division of Real Estate</b>  <b>1560 Broadway, Ste.925</b>  <b>Denver, CO 80202</b></p>	<p><b>Real Estate Broker 12-61-103(1)(b)(I) C.R.S.</b></p> <p><b>Real Estate Appraiser: 12-61-706(10) C.R.S.</b></p> <p><b>Community Association Managers 12-61-1003(1)(b)(1) C.R.S.</b></p> <p><b>Mortgage Loan Originator: 12-61-903(5)(a) C.R.S.</b></p> <p><b>Appraisal Management Company 12-61-706.3(3) C.R.S.</b></p>	<p><b>CO920100Z</b></p>	<p><b>COCBI0000</b>  <b>COLO</b>  <b>B OF I</b>  <b>Denver, CO</b></p>

**Notice**

The above methods produce varying degrees of quality of fingerprint characteristics and length of time involved in the background check. Information available at this time indicates that the electronic method of fingerprinting and transmittal with Arapahoe Community College has the highest degree of quality of fingerprint characteristics and



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**FINGERPRINT-BASED CRIMINAL HISTORY BACKGROUND CHECK**

transmittal. Applicants whose fingerprints are not readable due to low quality of fingerprint characteristics will be required to resubmit to CBI (for an additional fee) fingerprints that are readable.

Be sure to sign the fingerprint card, and have the person performing the fingerprinting sign the fingerprint card in the space titled: SIGNATURE OF OFFICIAL TAKING FINGERPRINTS.

Blank Card Number FD-258 (REV. 5-11-99) is available at some real estate schools and at State Forms Center: 4200 Garfield Street, Denver CO 80216. Phone 303-370-2165. Hours of operation: M – F, 8:00 am –4:00 pm. Cost: \$.25 cents.