

# Colorado Fingerprinting Applicant Registration Instructions

Fingerprinting appointments are required. **Please note these instructions apply to transfer applicants, An applicant is transfer-eligible if:**

**The applicant currently maintains an active status within the CBI database, with an active child care provider license, and is now submitting under another agency which also requires a child care provider license.**

If you do not qualify as a transfer applicant, please contact your administrator for the correct instructions. 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

2

3

Personal Information   Contact Information   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 \*

State \*

City \*

Zip Code \*

Primary Phone Number \*

☐

Secondary Phone Number (Optional)

☐

Step 2 of 3

Previous

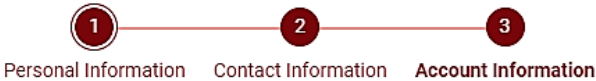
**Next**

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 then click “Create an Account”.

### Create an Account

Please fill the form below to create an account



#### 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

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Create an Account

Cancel

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

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.

#### Order Options

Welcome, please select which order option you want to create

☒ **Fingerprint Location**

At a Colorado Fingerprinting Sites

☐ **Event Code**

Onsite Fingerprinting

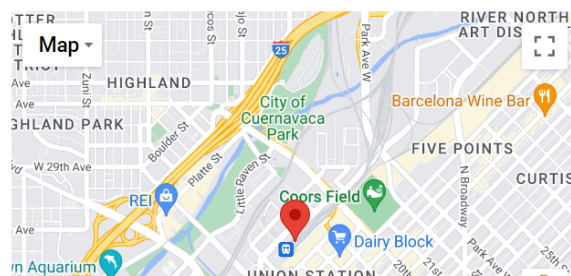
☐ **Mail Fingerprint Card**

Unable to Visit a Colorado Fingerprinting Location

You can also search zip code or choose from the map.

Enter Zip Code \* 80202

Next

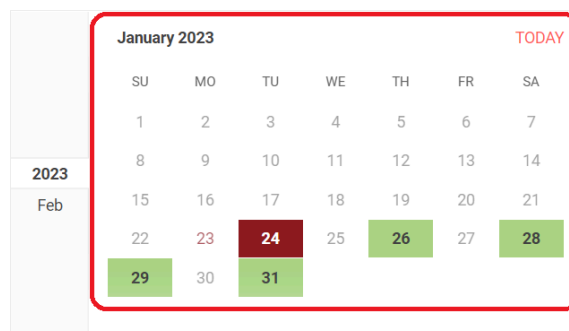


|                       | Location   | Description                                  | Images                 |
|-----------------------|--|--|------------------------|
| <input type="radio"/> | <b>NewLocation_ME_1222</b><br>1925 Larimer St, Denver,<br>CO 80202, USA      | Test description                             | <a href="#">Images</a> |
| <input type="radio"/> | <b>Test KM Location 221222</b><br>110 16th St Mall, Denver,<br>CO 80202, USA | DESC KM LOC FOR<br>FINGERPRINTING<br>22DEC22 | <a href="#">Images</a> |

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

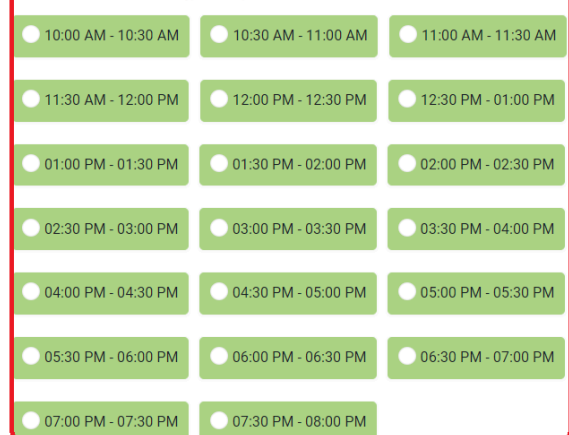
#### Schedule Appointment

Pick a time slot that works for you from the available dates.



■ Selected ■ Available ■ Not Available

Available slots for: Tuesday, Jan 24, 2023



Step 2 of 9

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Next

Cancel

8. **Billing Code** - Select “No” when asked if you have a billing code. Click “Next” to proceed.

### Billing Code

Please select billing code option.

#### Do you have a Billing Code?

☐ Yes ☒ No

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9. **Service Type and Reason Fingerprinted** - For the question “Why do you need to get fingerprinted?” select the **CO Licensure/Employment CABS** service from the list of options. When prompted for the reason fingerprinted within CABS select **VECHS VOLUNTEER** which is the reason fingerprinted for your institution.

### 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? \*

CO Licensure/Employment CABS

#### CO Licensure/Employment 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.

What is your reason for CO Licensure/Employment CABS? \*

-Select-

10. **CBI Unique ID** - When prompted for the CBI Unique ID enter **7488VECG** which is the CBI Unique ID for your institution. Select “Next” to continue.

Enter CBI Unique ID \*

Or search by your Agency City or Name

Agency City

Agency Name

Search

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**11. 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<br>Denver, COLORADO 80223,<br>UNITED STATES of AMERICA |

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**12. 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

**13. Fingerprint Information** - Enter the information needed for fingerprinting which includes your place of birth (country/state), citizenship, race, eye color, hair color, height and weight. **\*\*If the daycare license number is required you will need to contact your employer for their daycare license number.\*\***

| Personal Details           |                          | Service Details                                      |
|----------------------------|--------------------------|--|
| Place of Birth (Country):* | Place of Birth (State):* | CBI Unique ID  |
| -Select-                   | -Select-                 |  |
| Citizenship:*              | Race:*                   | Reason Fingerprinted: <del>CHILD CARE LICENSEE</del> |
| -Select-                   | -Select-                 |  |
| Eye Color:*                | Hair Color:*             | Reason Fingerprinted: <del>CHILD CARE LICENSEE</del> |
| -Select-                   | -Select-                 | Colorado Revised Statute (C.R.S.):                   |
| Height (ft):*              | Height (in):*            | Total Fee:   |
| -Select-                   | -Select-                 |  |
| Weight (lbs):*             |                          | AcctNam (Literal):                                   |
| Please enter value.        |                          | AcctAdr:   |
|                            |                          | AcctCty:   |
|                            |                          | AcctSta:   |
|                            |                          | AcctZip:   |
|                            |                          | Daycare License#*                                    |
|                            |                          |  |

Step 6 of 9

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Cancel

**14. 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.

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Cancel

- 15. Review Affirmation** - A final affirmation will appear that you have made sure your information is correct. Click “Confirm” to proceed.

**Refund Policy**×

**Make sure your information is correct!**

You will not be able to edit any information for this order after proceeding – MAKE SURE YOUR INFORMATION IS CORRECT. Have you reviewed all your information?

**Refund Policy:**

You have agreed to a service, and as a customer you agree to the terms and conditions of service. In addition, you have acknowledged that there are no funds that can be issued.

CancelConfirm

- 16. Payment** - You will see a summary of your order. Select your method of payment. Click “Add New Card” to add a credit card for payment.

### Payment Details

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

**Order Summary**

| Service Name | Base Price | Net Price | Paid by Institution | Paid by Applicant |
|--------------|------------|-----------|---------------------|-------------------|
| CABS         | \$54.50    | \$54.50   | \$0.00              | \$54.50           |

Balance Amount: \$54.50

Sub Total: **\$54.50**

Total: **\$54.50**

**Preferred Payment Method**

☒ Credit/Debit Card ☐ Money Order

**Available Cards**

| Card Type             | Name on Card |
|-----------------------|--------------|
| No records available. |              |

⏪ ⏩ 5 items per page 0 - 0 of 0 items

**Add New Card**



**17. Select Card and Finish** - Select the credit card you added for the method of payment. Check the both to agree with the user agreement and click “Finish”.

Available Cards

| Card Type  | Name on Card |        |
|--|--------------|--------|
| <input checked="" type="radio"/> XXXX1111 (Visa) | John Smith   | Remove |

1

5

 items per page

1 - 1 of 1 items

User Agreement

I authorize the agreed amount of this purchase to be charged to the credit card I provide in connection with this transaction. I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

☒ I have read the user agreement and accept it.

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Finish

Cancel

**18. 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**  
**Order Details**  
Order Number: 1091-285-4702-36-148  
Order Date: 1/23/2023

Print Order

**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 the address provided within the email confirmation that was emailed to the email address you provided for your order.

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](mailto:info@coloradofingerprinting.com)

Website: [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com)

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