# **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.

Website - Visit the website <a href="https://abi.cabiond.com/">https://abi.cabiond.com/</a> and click "Create Account" to begin.

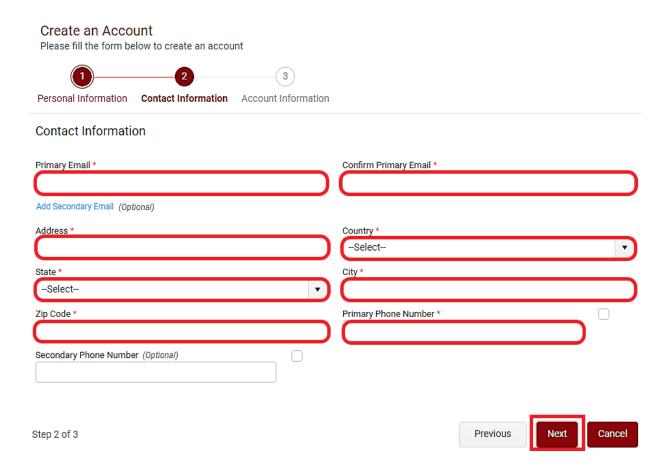
New to Fingerprinting? Create an Account and Proceed English -

Create an Account

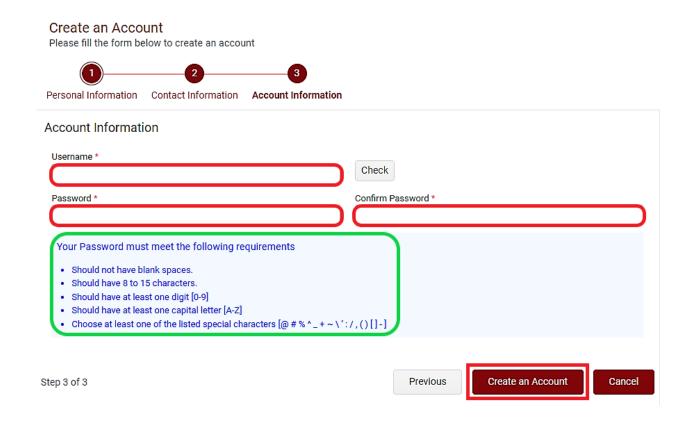
2. Account Creation Step 1 - Enter your first name, middle name (if applicable), last name, suffix (if applicable), gender, DOB & preferred communication language. Once you have verified all of your information is correct click "Next".

## Please fill the form below to create an account 3 2 Personal Information Contact Information Account Information Personal Information First 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 \* Date of Birth \* -Select-mm/dd/yyyy Preferred Communication Language -Select--Cancel Step 1 of 3

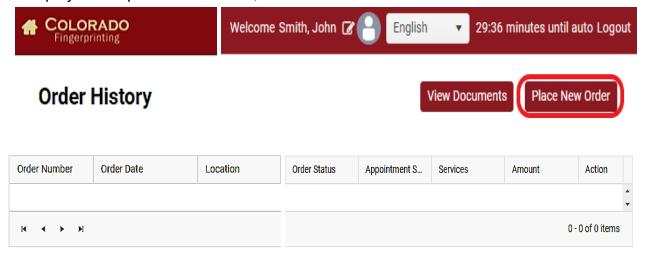
3. Account Creation: Step 2 - Enter your primary email address which should be your own personal email address and is very important for notifications and status on your fingerprinting. Confirm your primary email address, enter your address & phone number. After verifying your information is correct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



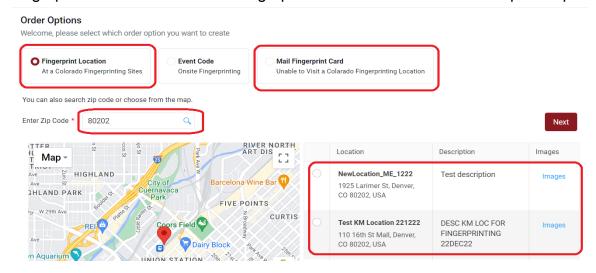
**4. Account Creation: Step 3 -** Enter a user name, which can be your email address, create a password (the requirements are below), confirm your password and click "Create an Account".



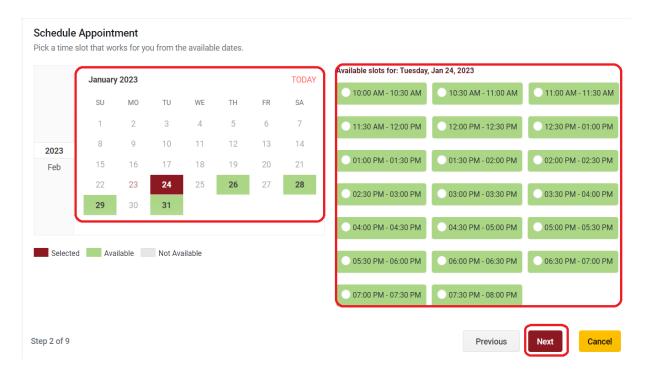
Place Order - If you have placed an order previously, your order history will be displayed. To place a new order, click "Place New Order".



**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 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".

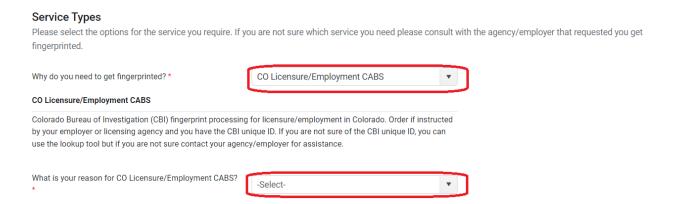


8. Billing Code - Select "No" when asked if you have a billing code. Click "Next" to proceed.

# Billing Code Please select billing code option. Do you have a Billing Code? Previous Next Cancel

Step 3 of 9

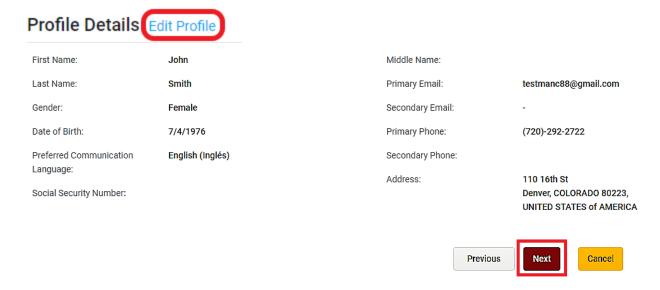
9. Service Type and Reason Fingerprinted - For the question "Why do you need to get fingerprinted?" select the CO Licensure/Employment CABS service from the list of options. When prompted for the reason fingerprinted within CABS select NCPA/VCA VECHS EMPLOYEE 0-0-0 which is the reason fingerprinted for your institution.



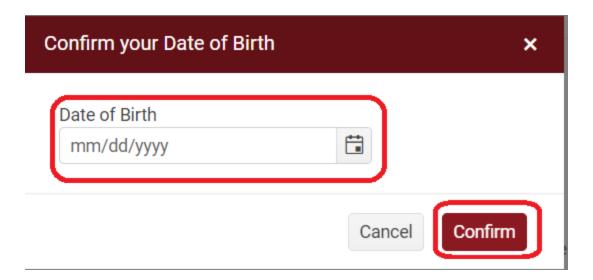
10. CBI Unique ID - When prompted for the CBI Unique ID enter 5699VECI which is the CBI Unique ID for your institution. Select "Next" to continue.



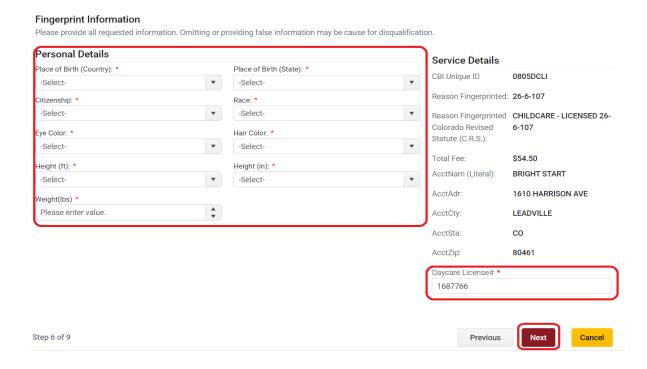
11. Personal Information - Your personal information from when you created your account will be displayed. If your SSN is required for the specific service you will be required to enter your SSN. Double check all of your information to make sure it is correct. Click "Edit Profile" to make any changes/corrections.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



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.



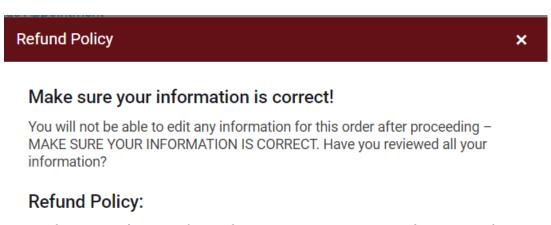
13. Fingerprint Information - Enter the information needed for fingerprinting which includes your place of birth (country/state), citizenship, race, eye color, hair color, height and weight. \*\*If the daycare license number is required you will need to contact your employer for their daycare license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



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. Step 7 of 9 Previous Next Cancel

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



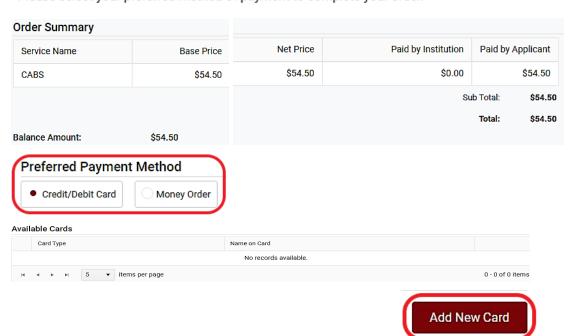
You have agreed to a service, and as a customer you agree to the terms and conditions of service. In addition, you have acknowledged that there are no funds that can be issued.



**16. Payment -** You will see a summary of your order. Select your method of payment. Click "Add New Card" to add a Credit/Debit Card for payment.

### **Payment Details**

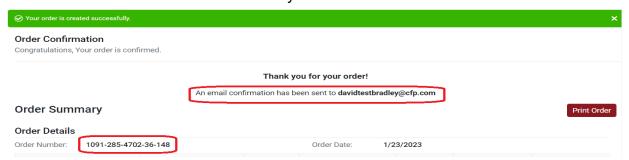
Please select your preferred method of payment to complete your order.



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



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



**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:
  - <u>Valid Driver's License</u> 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