



COLORADO

Department of
Regulatory Agencies

Division of Professions and Occupations

Colorado Board of Nursing FINGERPRINTING AND BACKGROUND CHECK INSTRUCTIONS

You must submit fingerprints to the Colorado Bureau of Investigation (CBI) for conducting a state and national fingerprint-based criminal history record check utilizing records of the CBI and the Federal Bureau of Investigations (FBI). The Division of Professions and Occupations (DPO) must receive the results of both background checks prior to issuance a new license.

Colorado nurses who held a valid multi-state license on July 20, 2017 are NOT required to obtain a fingerprint background check. If your license expires, you will be required to obtain a fingerprint background check in order to reinstate your license.

IMPORTANT

Please read the following instructions and begin with the background check process no more than 10 days before you submit your online application to DPO. Once DPO receives your Fingerprint and Background Check information from CBI, it will only be accessible for 90 days.

Complete the following steps:

1. First, determine where you will have your fingerprints taken. **Unless the fingerprinting is completed by one of the following agencies, the background check will be void.** You may be fingerprinted by one of the following agencies:
 - **Your local law enforcement agency**
Contact the local law enforcement agency you will use and find out if they supply the appropriate Fingerprint Card (Form FD258) or if you need to obtain the card prior to arriving. Be sure and ask for information regarding residency requirements, hours of operation, cost, and methods of payment.
 - **Colorado Correctional Industries**
4999 Oakland Street
Denver, CO 80239
(303) 370-2165
Hours: Monday – Friday 10:00 a.m. – 12:00 p.m. or 1:00 p.m. – 3:00 p.m. No appointment necessary.
\$15.00 per card
Cash only, no checks or credit cards accepted.
Fingerprint cards are provided.
2. If the agency does not provide the Fingerprint Card (Form FD258), you may obtain the card from the Colorado Correctional Industries' Forms Center by calling (303) 370-2165 or by completing and mailing in the form on the internet at: www.coloradoci.com or in person at the Denver location listed above. Costs, instructions and directions can be found online. Fingerprint Cards are not available through the Colorado Board of Nursing or the Office of Licensing at DORA.
3. Fill out the Fingerprint Card (Form FD258) using only black ink and following the instructions on the back of the form. **No other forms or cards are accepted.** Be sure you know and accurately complete all the identification information required. Complete the spaces on the card as indicated below. If you obtain a fingerprint card from your local law enforcement agency, you must complete the ORI information exactly as shown or your card will be rejected.



EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI (if not already completed as follows)
DORA- Div. of Professions and Occupations-Nursing 1560 Broadway, Suite 1350 Denver, CO 80202	Colorado Nursing License C.R.S. 12-38-108	CONCJ5948	COCBI0000 COLO B OF I Denver, CO

4. Take the Fingerprint Card (Form FD258) to a local law enforcement agency to be fingerprinted. Remember to call for the information listed above since not all agencies conduct fingerprinting daily. Sign the card and ensure the person performing the printing process signs in all the spaces titled "Signature of Official Taking Fingerprints."

5. Mail the completed Fingerprint Card and exact fee to:
Colorado Bureau of Investigations (CBI)
690 Kipling Street, Suite 3000
Denver, CO 80215

CBI charges \$39.50 to conduct the criminal history check. **CBI does not accept personal checks.** Payment can be made (payable to CBI) by money order, cashier check, or company check.

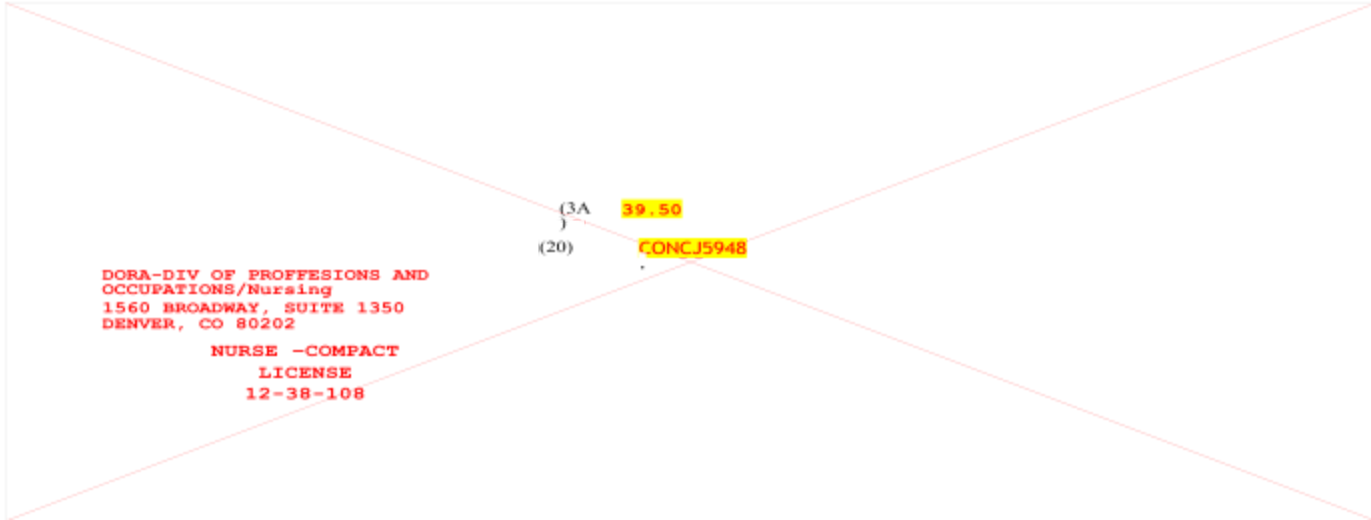
CBI's phone number is (303) 239-4208

Note that CBI will return the card and payment requiring re-submittal for an additional fee if: (1) fingerprints are not readable due to low quality of print characteristics; (2) payment is not made in the exact amount (\$39.50); (3) the wrong fingerprint card is used. In these cases, you may receive a rejection notice from the CBI Identification Unit and should contact them directly at the address on the notice. Do not call DPO. We do not receive a copy of this rejection notice.

6. CBI will process the background checks and submit them directly to DPO's Office of Licensing.

Applicant Notification and Record Challenge: The Colorado Board of Nursing, which makes the determination of suitability for license, will provide the applicant the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. Procedures for obtaining a change, correction, or updating of a FBI identification record are set forth in Title 28, C.F.R. 16.34. The office will not deny the license based on information in the record until the applicant is afforded a reasonable time to correct or complete the record, or has declined to do so. Direct all challenges to your record to FBI's Criminal Justice Information Services Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.





Y If any of the above items are missing or incomplete, the request will be returned.

Y The FBI will reject ALL cards that have highlighter markers.

Y Applicant fingerprint cards can be obtained from State Forms Center 303-370-2165.

Y Form of payment should be made payable to the Colorado Bureau of Investigation or CBI. Personal checks are not accepted. Remit only business checks, money orders, cashiers checks or certified checks.

Y Please contact the Colorado Bureau of Investigation Identification Unit at 303-239-4208 if there are any questions.

PLEASE FILL FINGERPRINT CARD OUT AS FOLLOWS :

complete mailing address shown on every card. This is the

1) NAME: Type or print Last, First, Middle Name. Full name is mandatory. You are encouraged to type, as it is easier to read typed names.

2) AKA: Maiden name, other married names or any other name used.

3) CITIZENSHIP: U.S. (If born US) Alien Registration number.

3A) AMOUNT: Indicate the amount you are paying for the service and whether or not the service is to be invoiced to you (due) or is accompanied by payment (paid). Ex: \$17.50 due or \$17.50 paid. Refer to the fee schedule.

\$39.50

4) SEX CODES: M (Male) F (Female)

5) RACE CODES: W (White) B (Black) W (Hispanic) I (Indian) A (Asian – Oriental)

6) HEIGHT: Feet and Inches (5'6"=506, 6'=600)

7) WEIGHT: 090, 100, 250, etc.

8) EYE CODES: BLK-Black, BLU-Blue, BRO-Brown, GRN-Green, GRY-Gray, HAZ-Hazel, XXX-Unknown

9) HAIR CODES: BLD-Bald, BLK-Black, BLN-Blonde, BRO-Brown, GRY-Gray, RED-Red/Auburn, WHI-White,

XXX-Unknown

10) DOB: Date of Birth

11) POB: Place of Birth (State only) or Country

12) SIGNATURE: Signature of person fingerprinted - Individual's Signature

13) RESIDENCE: Complete mailing address of person fingerprinted include city, state, and zip code.

14) DATE: Date Printed/Signature of Law Enforcement Official taking fingerprints.

15) EMPLOYER: The employer address box must have a

address where information will be returned.

DORA- Div. of Professions and Occupations-Nursing
1560 Broadway, Suite 1350
Denver, CO 80202

16) REASON PRINTED: Advise the reason for submission of fingerprints, **MUST INCLUDE COMPLETE COLORADO REVISED STATUTE NUMBER THAT APPLIES TO THE PROFESSION. (C.R.S) IE: GAMING CRS 12-47.1- 1-510 (DO NOT USE THIS CRS # ON YOUR CARDS UNLESS IT IS GAMING). INCLUDE A LITERAL REASON SUCH AS THE FOLLOWING:**

Day Care, Adoption, Foster Care, Education, Security Guard, Liquor License, Concealed Weapon Permit, VISA, Public Search, Firefighter, Police Applicant, Criminal Justice Employee, OSN Criminal Justice Employee, Bail Recovery Agent, Legal Name Change, Contract Vendor,

etc.

Nurse-Compact License

12-38-108, C.R.S

17) SOC: Social Security Number

18) MISCELLANEOUS #: 5-10 digit provider number (Daycare license number). Required for daycare, foster care, adoptions, and camps only.

19) FINGERPRINTS: All Applicant prints should be taken by a law enforcement agency. If the quality of fingerprints are poor, the fingerprint card cannot be processed. For best results roll fingers nail to nail and avoid smudging. On dry hands use a lotion before fingerprinting.

20) OCA: Please print your CBI account number

CONCJ5948. in the "Your No. OCA BOX" on all fingerprint cards.

21) FBI: If the fingerprint card is going to the FBI, please circle the FBI in the upper right-hand corner.