

March 23, 2011

Southwest Conservation Corps
701 Camino Del Rio Ste 101
Durango CO 81031

Ref: VCA Status CRS 24-72-305.3

Dear Amy Foss:

Your application has been accepted for the submission of fingerprints under the Volunteer Children's Act CRS 24-72-305.3.

Your account will be **CONCJ4611**

You will receive a bill each month that will itemize all fingerprint cards processed for the previous month. Payment must be received 45 days from the billing date. If your account is sent to State Collections you will be required to send payment with your fingerprint cards each time.

Enclosed is a sample card for preparing your fingerprint cards for submission to the CBI.

In addition to instructions – Put 38.50 in Box 3A – the Citizenship box

Send to:

Denver Office
690 Kipling Street, Suite 3000
Denver, CO 80215-5825

SCC Contact there:
Susie – 303-239-5889

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
		LAST NAME NAM		FIRST NAME		MIDDLE NAME	
(1)						(21)	
SIGNATURE OF PERSON FINGERPRINTED (12)		ALIASES AKA		O R I			
RESIDENCE OF PERSON FINGERPRINTED (13)		(2)		COCBI0000 COLO B OF I DENVER, CO		DATE OF BIRTH DOB Month Day Year (10)	
DATE (14)		CITIZENSHIP CIZ		SEX (4)		RACE (5)	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		(3) (3A)		HGT. (6)		WGT. (7)	
		YOUR NO. OCA		EYES (8)		HAIR (9)	
EMPLOYER AND ADDRESS (15) Southwest Conservation Corps 701 Camino Del Rio Ste 101 Durango CO 81031		(20) CONCJ4611		PLACE OF BIRTH POB		(11)	
REASON FINGERPRINTED (16) Volunteer for Children's Act 24-72-305.3		FBI NO. FBI		LEAVE BLANK			
		ARMED FORCES NO. MNU		CLASS _____			
		SOCIAL SECURITY NO. SOC		REF. _____			
		MISCELLANEOUS NO. MNU					
(19)		(18)					

- If any of the above items are missing or incomplete, the request will be returned.
- The FBI will reject ALL cards that have highlighter markers.
- Applicant fingerprint cards can be obtained from State Forms Center 303-370-2165.
- 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.
- 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 :

- 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 – 38.50 due
- 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 complete mailing address shown on every card. This is the address where information will be returned.

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.

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 **CONCJ4611** 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.



**COLORADO
DEPARTMENT
OF PUBLIC SAFETY**

Colorado Bureau of Investigation
Ronald C. Sloan, Director

<http://cbi.state.co.us>

January 2, 2003

To All CBI Customers:

The Federal Bureau of Investigation (FBI) has implemented a policy on the quality of the fingerprint cards. The FBI will reject cards for the following:

- **Poor penmanship**
- **Use of pencil or ink other than black**
- **Use of highlighter on card or any other marks**
- **Entry not within boundaries of entry block**
- **Labels applied to “Leave Blank” areas**
- **Submission on nonstandard fingerprint card (must be on the blue FD-258)**
- **Low quality print by dot matrix printers (Live Scan prints)**
- **Name and date of birth missing from the top of the card**
- **No attempt to print deformed or scarred fingers**
- **More than one fingerprint impression per block**
- **Fingerprints not: properly rolled, poor quality, out of sequence, printed on the back of fingerprint card, missing fingerprints with no reason given, or missing due to amputation not noted as “amp” in fingerprint block.**

NOTE: The FBI requires that all fingerprint images be present on fingerprint submissions. This includes ten rolled impressions and four plain impressions.

- **When resubmitting fingerprints you must attach the FBI paper work and the original card if a new set is taken or you will be charged a new processing fee.**

John W. Hickenlooper
GOVERNOR

James H. Davis
EXECUTIVE DIRECTOR

Colorado State
Patrol

Colorado Bureau
of Investigation

Division of
Criminal Justice

Office of Preparedness,
Security and Fire Safety



Denver Office
690 Kipling Street, Suite 3000
Denver, Colorado 80215-5825
(303) 239-4300
Admin. FAX (303) 235-0568
Invest. FAX (303) 239-5788
cbi.denver@cdps.state.co.us

Pueblo Office
3416 North Elizabeth Street
Pueblo, Colorado 81008
(719) 542-1133
FAX (719) 542-6411
cbi.pueblo@cdps.state.co.us

Grand Junction Office
2797 Justice Drive
Grand Junction, Colorado 81506
(970) 248-7500
FAX (970) 248-7464
cbi.grandjunction@cdps.state.co.us

Durango Office
160 Rock Point Drive, Unit B
Durango, Colorado 81301
(970) 375-1646
FAX (970) 375-1619
cbi.durango@cdps.state.co.us



July 8, 2011

NOTICE

Regarding Civil Fingerprint Submissions

Dear Fingerprint Contributor;

Subject: Placement of Colorado Revised Statute

The CBI was notified by the FBI that effective February 1, 2002 the Colorado Revised Statute that authorizes the fingerprint check must be in the “reason fingerprinted” block of each and every card submitted. If the correct Colorado Revised Statute is not present the card will be rejected. Rejection of the fingerprint card will delay processing, thereby, delay hiring a potential employee.

It will be the responsibility of the submitting agency to make sure the correct Colorado Revised Statute is on each and every card submitted. CBI will NOT be able to provide the Colorado Revised Statute to you, because most agencies submit cards under multiple authorizing statutes. You must contact the Department that regulates your profession, if you are unsure or do not know the correct Colorado Revised Statute number.

Please make your staff aware of these changes.

Sincerely,

**Ronald C. Sloan, Director
Colorado Bureau of Investigation**

A handwritten signature in black ink, appearing to read 'F. R. Vanecek', with a long horizontal flourish extending to the right.

**Frank R. Vanecek
Agent in Charge
Identification Unit**

June 1, 2003

NOTICE OF FEE INCREASE FOR CBI CRIMINAL HISTORY RECORDS

It has become necessary for the Colorado Bureau of Investigation to modify the fees charged for criminal history records information. The fee adjustments are based on the costs to provide the services, and are in accordance with Colorado law. The newly established fees will be effective on July 1, 2003.

We regret that we are unable to provide more advance notice of this fee increase. I can assure you that we have taken full consideration of the impact to our customers, in particular to other agencies, and can find no other way to maintain our service levels within statutory requirements.

FEES (effective July 1, 2003)	CBI	FBI	Total
VCA (salaried)	\$16.50	\$22.00	\$38.50
VCA (non-salaried)	\$16.50	\$16.00	\$32.50

Ronald C. Sloan
Director



Frank R. Vanecek
Agent in Charge
Identification Unit