

**Background Check Guidance**

- **CBI/FBI Background Checks**

- Step 1 - Determine which vendor you will be using.
  - Identogo
  - Colorado Fingerprinting

Identogo	Colorado Fingerprinting
1. Enroll online with your service code at <a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a> or through the Identogo call center at 844-539-5539.	1. Enroll online with your unique ID at <a href="http://www.coloradofingerprinting.com">www.coloradofingerprinting.com</a> or through the Colorado Fingerprinting call center at 833-224-2227.
2. Show up to your selected appointment time with approved identification to get fingerprinted. (DL, Permit, ID, Passport)	2. Show up to your selected appointment time with approved identification to get fingerprinted. (DL, Permit, ID, Passport)
3. Identogo will submit your prints to CBI.	3. Colorado Fingerprinting will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.	4. 4. Results will be sent to the appropriate agency or individual.
<ul style="list-style-type: none"> <li>● Key Information               <ul style="list-style-type: none"> <li>○ Service Code: 25YJ15</li> <li>○ CBI Account Number: CONCJ6574</li> <li>○ Daycare License Number: 45608</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Key Information               <ul style="list-style-type: none"> <li>○ CBI Unique Code: 6574DCLI</li> <li>○ FOUR CORNERS ENCAMPMENT INC: Licensed Childcare</li> <li>○ Daycare License Number: 45608</li> </ul> </li> </ul>

- **Additional Notes:**

- Please verify with the vendor that you are getting BOTH a CBI and FBI background check. The fee for CBI and FBI background checks combined is \$39.50 (FBI \$22.00 and CBI \$17.50). Idemia (via Identogo Centers) and American BioIdentity (via Colorado Fingerprinting), currently charge a transaction fee of \$10.00 for a total cost of \$49.50.
- Please retain the system-generated receipt provided to you at the time of the transaction.
- Results are completed and delivered to the employing/licensing agency.

- **Facility Child Abuse and Neglect (Trails) Request**

- Each individual must complete the [Facility Child Abuse and Neglect Request](#), give that form to the appointed individual (Anthony) who then logs in the [Provider Hub](#) where that person will be able to submit an online request and fee.
- A \$35 fee is required for each Trails abuse/neglect background check request.