



Fingerprinting for Liquor and Medical Marijuana Licenses

Fingerprinting for liquor and medical marijuana licensing may be completed at the Leadville Police Department or through one of the two companies that provide Colorado Applicant Background Services (CABS).

Leadville Police Department

The Leadville Police Department is located at 800 Harrison Avenue in Leadville, to schedule an appointment contact Alyssa at 719-486-1365 ext. 3. The City of Leadville charges \$40.00 for fingerprinting, and you will need to provide your driver's license or passport.

Return the fingerprint card, and the letter that you will receive from the Leadville Police Department to the Buena Vista Town Clerk with a business check or money order made payable to the Colorado Bureau of Investigation (CBI) for \$38.50. The Town Clerk will submit the fingerprint card, letter, and payment to the Colorado Bureau of Investigation for processing.

Colorado Applicant Background Services (CABS)

Currently there are two companies authorized by the State to process fingerprints for background checks utilizing CABS: IdentoGo (aka Idemia), and Colorado Fingerprinting. Below is the process to utilize their services.

Colorado Fingerprinting

- **Online Registration (required)** - You will create an account through the online Enrollment Center at <https://abi.complio.com> where you will identify yourself and the entity requesting your report.
- **Convenient Location and Time** - Use the Enrollment Center to select a convenient location, date and time for your appointment. Fingerprinting may be done at Mailboxes Parcel & Copy Center, located at 29805 US Highway 24 North in Buena Vista.
- **Payment or Billing Account** - After providing all required information, you can pay with either credit card or money order. Cost is \$48.50.
- **Confirmation** - You receive an appointment confirmation with your "Order Number" by text and by email.
- **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the "Order Number" to the enrollment agent along with your government issued photo ID

(driver's license, state issued ID, US passport or foreign-issued passport). Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.

- **Results** - The results are returned by CBI to the entity requesting your report.
- **Status** - You can log in to the Enrollment Center at any time to see the status of your fingerprint submission.
- Step by step instructions are on pages 3 – 8 of this document.

IdentoGO (aka Idemia)

Here are the steps you will take:

- Online registration
- <https://uenroll.identogo.com/workflows/25YQ6K>
 - Town of Buena Vista CBI account number = CONCJ6347
 - Service Name: Liquor Licensure – Local = 25YQ6K
 - Service Name: Medical Marijuana Licensing = 25YQ8H
- Schedule location and time.
- Payment at the location – payable by business check, money order, or credit card in the name of the person being fingerprinted.
 - \$10 for the fingerprinting service
 - \$38.50 for the CBI background check
- Fingerprinting at the location – Fingerprints are electronically sent to the State. You should not receive paper fingerprint cards.
- Background check results will be sent to CHV (the “requesting agency”).
- Step by step instructions are on page 9 of this document.

Additional fees and questions

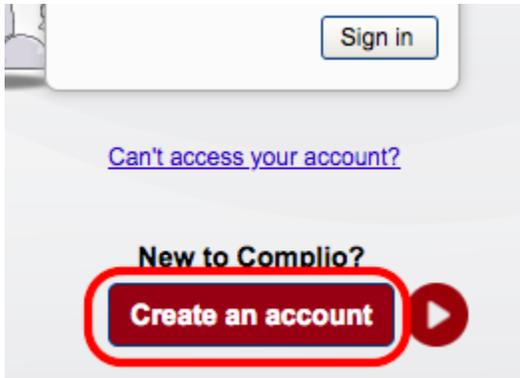
Additional fees may be due to the Town of Buena Vista and State related to your liquor license application. Please contact the Town Clerk for information at 719-581-1017.

Colorado Fingerprinting Applicant Registration Instructions

The following are step by step instructions to successfully register for fingerprinting. Please read and follow the registration instructions carefully.

IMPORTANT - Make sure all of your information is correct, as once your fingerprints are submitted you cannot change any information.

1. **Website** - Please visit <https://abi.complio.com/> to begin (smartphone and tablet friendly)
2. **Create Account** - Click the "Create an Account" button to begin the registration process.



3. **Enter Information** - Carefully enter all of your information. Fields with asterisks (*) are required. Please note for your username you can choose anything that is available including your email address.

Create an account Spanish

Please fill the form below to create an account. The items with * are required.

Personal Information

First Name:* Middle Name:* If you don't have a midd Last Name:* Enter Suffix if Applicable

I don't have a Middle Name.

Do you have an SSN?:* Yes No Social Security Number:*

I have an Alias or Maiden name

Gender:* --Select-- Date of Birth:* mm/dd/yyyy Preferred Communication Language: English (Inglés)

Contact Information

Primary Email:* Confirm Primary Email:*

Secondary Email: Confirm Secondary Email:

Address:*

Country:* --Select-- State:* --Select-- City:*

Zip Code:*

Primary Phone:* () - - - - Secondary Phone: () - - - -

Account Information

Username:*

Password:* Confirm Password:*

4. **Start Ordering Process** - After successfully creating an account click the "Get Started" button to start the ordering process.

Welcome!

Before you place your fingerprinting order you need to know the purpose for the fingerprinting and if applicable your department/organization's unique ID. Please note an incorrect unique ID may impact the results being received correctly by the authorized entity. If you are not sure of the unique ID please contact the employer/agency requiring the check.

[Get Started](#)

5. **Location** - Search for and choose the location that is most convenient for you.

Find Location

Enter Zip Code:

Page Size 20 Item(s) in 1 page(s)

| Name | Address | Description | |
|--|---|--|------------------------|
| <input type="radio"/> Colorado Fingerprinting Downtown | 110 16th St Mall, 110 16th St Mall, Denver, CO 80202, USA | Petroleum Building Southern End of 16th St Mall on the 8th Floor | Images |

6. **Appointment** - Select one of the available appointment slots and click "Next" to proceed.

Available Slots for: Thursday, April 4, 2019

| Slot | Slot |
|---------------------|---------------------|
| 08:00 AM - 08:10 AM | 08:10 AM - 08:20 AM |
| 08:40 AM - 08:50 AM | 08:50 AM - 09:00 AM |
| 09:20 AM - 09:30 AM | 09:30 AM - 09:40 AM |
| 10:00 AM - 10:10 AM | 10:10 AM - 10:20 AM |
| 10:40 AM - 10:50 AM | 10:50 AM - 11:00 AM |
| 11:20 AM - 11:30 AM | 11:30 AM - 11:40 AM |
| 12:00 PM - 12:10 PM | 12:10 PM - 12:20 PM |
| 12:50 PM - 1:00 PM | 1:00 PM - 1:10 PM |

7. **CBI Unique ID** - Enter the CBI Unique ID for your institution and click “Next”.
The CBI Unique ID number for the Town of Buena Vista is: 6347LLQH
Reason Fingerprinted: LIQUOR LIC - LOCAL PD SO 44-3-307

Order Selections

Colorado Fingerprinting Package (CBI Fingerprint Process)

CBI Unique ID :*

If you do not have a Unique ID, please contact your Licensing Agency or Employer. Incorrect ID may be declined by your

8. **Verify Personal Information** - Verify the personal information entered from the account creation to ensure it is correct. Make any changes as needed and click “Next”.

Personal Information

First Name:* David Middle Name:* K Last Name:* Tester

I don't have a Middle Name.

Do you have an SSN?*: Yes No Social Security Number:* 111-55-7777

I have an Alias or Maiden name

Gender:* Female Date of Birth:* 07/04/1976 Preferred Communication Language: English (Inglés)

Phone:* (720)-292-2722 Secondary Phone: () - - - -

Email: hmdaverf99@gmail.com Secondary Email: Confirm Secondary Email:

You can edit your email address by clicking Edit Profile on your dashboard.

Address:* 110 16th St

Country:* UNITED STATES of AMERICA State:* COLORADO City:* Denver

Zip Code:* 80202

Text Message Notifications

Receive Text Notification: Yes No Cellular Phone Number:* (720)-292-2722

9. **Fingerprinting Information** - Add the information needed for fingerprinting. Fields with asterisks (*) are required. Double check your information and click “Next” to proceed. **If the daycare license # is required please contact your employer for the correct number.**

Information for Finger Printing

- Please provide all requested information.
- **Bold *** lettering indicates required information.
- Omitting or providing false information may be cause for disqualification.

| | | | | | |
|---------------------------|------------|-------------------------|------------|--------------|------------|
| Place Of Birth (Country)* | --Select-- | Place Of Birth (State)* | --Select-- | Citizenship* | --Select-- |
| Race* | --Select-- | Eye Color* | --Select-- | Hair Color* | --Select-- |
| Height Feet* | --Select-- | Height Inches* | --Select-- | Weight* | |

Service Details

- Please make sure to confirm your institution or department about your Unique ID.

| | | | | | |
|----------------------|-------------------------|---------------|-----------------------|--|-------------------------|
| Reason Fingerprinted | VENDOR CERTIFICATION PF | CBI Unique ID | 0151VCPI | Daycare License # | |
| AcctNam (Literal) | AMERICAN BIOIDENTITY DB | AcctAdr | 110 16TH ST 8TH FLOOR | AcctCty | DENVER |
| ACCTSTA | CO | AcctZip | 80202 | Reason Fingerprinted Colorado Revised Statute (C.R.S.) | VENDOR CERTIFICATION PF |
| Total Fee(\$) | 49.5 | | | | |

10. Double Check and Agreement - Double check all of your information to ensure it is correct. Click the checkbox to agree with the privacy statement and click "Next".

| | | | |
|--------------|-----------------|-------------------|----------------------------------|
| Name: | CSHA | Appointment Time: | 03/20/2019 (01:15 PM - 01:30 PM) |
| Description: | Massage Therapy | | |

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

A valid State ID Card (or outlying possession of the US with seal or logo from State Agency, Federal ID Card with seal or logo from Federal Agency, Commercial Driver's license permit issued by State or outlying possession of the U.S., Commercial Driver's license issued by a State or outlying possession of the U.S., paper/temporary Driver's License issued by State or outlying possession of the U.S., valid U.S. passport, foreign passport, passport book/card, valid U.S. military identification card, permanent resident card/green card (I-551), enhanced tribal card (ETC).

I have read the Privacy Act Statement and accept it.

11. Last Chance to Change Information - You will receive a warning that this is your last chance to double check your information. After double checking your information click "OK" to proceed.

abi.complio.com says

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?

Cancel **OK**

12. Summary and Submit - You will receive a summary for your order. Click “Next” to submit your order.

printing Package

← Previous **Next** →

13. Payment - Select the method of payment. Check the box to consent to the user agreement if applicable and then click “Next”.

Payment Type: **Credit/Debit Card**

to charge the credit card indicated in this form for the services and for the amount pany so long as the charge corresponds to the transaction terms described in this vinting process occurs. Once the fingerprinting transaction is accepted by the Colora

I have read the User Agreement and accept it

← Previous **Next** →

14. Order ID - You will receive your order ID on the screen plus it will be emailed to you and texted to you, if you opted to receive text notifications. Provide the order ID along with a valid government issued photo ID to the fingerprint tech when you have your fingerprints taken.

Order Summary

Order Selection Details

Institution Hierarchy: Colorado Fingerprint

Order Number: 2140-200-1000-1000

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 any 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 Driver's 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



IdentoGO
By IDEMA

Colorado Applicant Background Services Form

Service Name: LIQUOR LICENSURE-LOCAL

To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

25YQ6K

When prompted, please enter the following CBI Account Number

Service Code and CBI Account Number are unique to your hiring/licensing agency

Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539