Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com).
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:
   
   **CBI Unique Code: 1969VECG**  
   **FAMILY TREE INC: CO VECHS Program - NCPA/VCA VECH-Volunteer**
4. **Payment** - Select your method of payment.
5. **Confirmation** - You receive your appointment confirmation with your number which is delivered by both text and email.
6. **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 (drivers 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.
7. **Results** - The results are returned to CBI authorized agencies.
8. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us 720-292-2722, toll free 833-224-2227 or email info@coloradofingerprinting.com if you have any questions or need assistance.