

Fingerprinting Policy

The School of Education requires applicants to the teacher education program to submit a Colorado Department of Education (CDE)-authorized fingerprint card to the School of Education as part of the application process. Applicants that fail to submit their fingerprints will not be considered for admission.

The fingerprint cards are submitted to the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) for a state and national fingerprint-based criminal history record check. The CDE Investigator will report to us on any candidate for whom the background check exposes a criminal record. Furthermore, criminal offense records will be run against the fingerprint records by the CBI/FBI and any new offenses will be reported to the school through the CDE. The school reserves the right to dismiss any candidate from the Teacher Education Program whose offense precludes them from obtaining licensure or contact with youth.

An exception to submitting a fingerprint card is made for those who have previously submitted a complete set of prints to the CDE for a substitute license or other authorization. Candidates must inform the School of Education that s/he has fingerprints on file with CDE when applying. The following are not valid exceptions: prints submitted directly to a school district, community organization, employer, or other state or federal agency. To receive exemption to the fingerprinting requirement you must submit documentation that your fingerprints are on file with CDE. To do so, search the CDE [Educator Licensing database](#) by providing your SSN and date of birth. Print the page that states: "Fingerprint Requirement: MET" and submit it to the Office of Student Services.

Educator Licensing database: <https://edx.cde.state.co.us/PublicEducatorSearch/DOBSearch.jsp>

Instructions

Closely follow the steps below, and BE CAREFUL with your fingerprint card. If your fingerprints are rejected because the card was bent, folded, or filled out incorrectly, you will have to resubmit your fingerprints and may be required to pay for processing again.

- Step 1 Contact your local Police Department, Sheriff's Office, or the CU Campus Police for information about their respective fingerprinting policies. Take note of the following:**
- Most agencies charge a nominal fee for fingerprinting and offer this service during limited hours.
 - If you are not a resident in the area, confirm that the law enforcement agency will fingerprint a non-resident.
 - The CDE no longer provides cards for fingerprinting. Request to use the card provided by the agency.
- Step 2 Go to an agency that will fingerprint you and request to use the card provided by the agency.**
- The law enforcement agency will require you to present photo identification at the time of fingerprinting.
 - Be sure to plan your visit during the agency's specific hours and be prepared if there is a fee.
 - The OCA number is: CONCJ1134. See reverse side for more information on completing the form.
- Step 3 Do not complete the identification section of your fingerprint card until directed to do so by the law enforcement agency.** Once directed by the law enforcement agency to fill out the identification sections of the fingerprint card, use BLACK INK ONLY. Complete the card according to the guidelines on the reverse side of this form. WRITE NEATLY when filling out the card. If the writing is not legible, you may be required to resubmit the card.
- Step 4 Confirm with the officer who performs the fingerprinting that the prints are readable.** If CBI and/or FBI cannot read your prints, you will have to resubmit them on a new card with a new set of prints. If the quality of your prints are affected by features such as scars, or the characteristics of your prints are unusually difficult to print, please request the officer provide you with documentation of this.
- Step 5 Obtain a money order or cashier's check in the amount of exactly \$39.50 payable to the Colorado Bureau of Investigation. Personal checks and cash are not acceptable means of payment. A cashier's check that is under or above the amount of \$39.50 will not be accepted.**
- Step 6 Attach the money order or cashier's check of \$39.50 to the completed fingerprint card with a paper clip and deliver to the Office of Student Services no later than the application deadline in the Education building, room 151. WE DO NOT ACCEPT THE CARD AND PAYMENT SEPARATELY.**

FAILURE TO SUBMIT YOUR FINGERPRINTS WILL DISQUALIFY YOUR APPLICATION

See reverse side for **Fingerprint Card Completion Guidelines**

Fingerprint Card Completion Guidelines

Use the guidelines below to help you fill out the fingerprint card and remember:

- DO NOT complete the identification section unless directed to do so by the law enforcement agency.
- WRITE NEATLY and only in BLACK INK when you are directed to fill out the identification sections.

Required Fields

- | | |
|---|---|
| <ol style="list-style-type: none"> NAME Last name, First, Middle (full name req.) AKA Maiden name, other name used CTZ Citizenship, U.S. (if born in USA) OR ARN SEX M (Male), F (Female) RACE W (White, Hispanic), B (Black), A (Asian) HGT Height, feet and inches coded in following format:
(5 feet 6 inches = 506, 6 feet = 600) WGT Weight, coded in the following format:
(90 lbs = 090, 210 lbs = 210) EYES BLK (Black), BLU (Blue), BRO (Brown), GRN (Green), GRY (Gray), HAZ (Hazel), XXX (Unkown) HAIR BLD (Bald), BLK (Black), BLN (Blond), BRO (Brown), GRY (Gray), RED (Auburn/Red), WHI (White), XXX (Unknown) DOB Date of Birth. Ex. 01/01/1981 POB Place of Birth, State (if USA) or Country | <ol style="list-style-type: none"> SIGNATURE Signature of person fingerprinted RESIDENCE Complete mailing address DATE/SIGNATURE Date prints taken by law enforcement official, signature of official EMPLOYER Educator Licensing
Colorado Department of Education
201 E Colfax Ave, Room 106
Denver, CO 80203 REASON PRINTED Educator Licensing, Section 22-60.5-103 C.R.S. OCA CONCJ1134 SOC Social Security Number ORI COCBI0000
COLO B of I
Denver, CO FINGERPRINTS Fingerprints must be taken by a law enforcement agency. |
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APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME 1	<u>FBI</u> LEAVE BLANK						
SIGNATURE OF PERSON FINGERPRINTED 12		ALIASES <u>AKA</u> 2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">O R I</td> <td style="width: 80%;">COCBI0000 COLO B OF I DENVER, CO</td> <td style="width: 10%; text-align: center;">19</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">DATE OF BIRTH <u>DOB</u> <small>MONTH DAY YEAR</small> 10</td> </tr> </table>	O R I	COCBI0000 COLO B OF I DENVER, CO	19			DATE OF BIRTH <u>DOB</u> <small>MONTH DAY YEAR</small> 10
O R I	COCBI0000 COLO B OF I DENVER, CO	19							
		DATE OF BIRTH <u>DOB</u> <small>MONTH DAY YEAR</small> 10							
RESIDENCE OF PERSON FINGERPRINTED 13		CITIZENSHIP <u>CTZ</u> 3	PLACE OF BIRTH <u>POB</u> 11						
DATE	SIGNATURE OF OFFICIAL TAKING PRINTS 14	YOUR NO. <u>OCA</u> CONC.11134 17	SEX 4 RACE 5 HGT 6 WGT 7 EYES 8 HAIR 9						
EMPLOYER AND ADDRESS 15 Education Licensing Colorado Department of Education 201 East Colfax Avenue, Room 105 Denver, CO 80203		FBI NO. <u>FBI</u>	LEAVE BLANK CLASS _____ REF. _____						
REASON FINGERPRINTED 16 Education Licensing Section 22-60.5-103, C.R.S.		SOCIAL SECURITY NO. <u>SOC</u> 18							
		MISCELLANEOUS NO. <u>MNU</u>							