



Colorado Department of Labor and Employment
Division of Oil and Public Safety – Explosives Program
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Fingerprinting Background Check Instructions

(Revised 04/01/2021)

- All applicants (new and most renewals) are required to complete the fingerprinting process through two main vendors, **Colorado Fingerprinting or IdentoGo**. Please complete this step as you submit your Type I permit application to our office.
- If you are **renewing** your permit AND you are a designated **Responsible Person by the ATF**, please submit your company's Notice of Clearance indicating your status as Responsible Person with your application in lieu of completing the fingerprinting process. This is not the same as an Employee Possessor Clearance. If you have an Employee Possessor Clearance, you must complete a fingerprinting background check.
- Select a fingerprinting vendor to schedule your appointment using the information below:

A. If you are located in Colorado:

- **Colorado Fingerprinting:**

1. Visit <https://www.coloradofingerprinting.com/cabs/> or contact the Colorado Fingerprinting call center at 833-224- 2227.
2. Use CBI Unique Code **7187EPSI** when enrolling for your appointment.
3. Select **CDLE DIVISION OF OIL AND PUBLIC SAFETY EXPLOSIVES PROGRAM: EXPLOSIVE PERMIT** as the reason for fingerprinting to complete the process.

- **IdentoGo:**

1. Visit <https://uenroll.identogo.com/> or contact the IdentoGo call center at 844-539-5539.
2. When prompted, please enter the service code **25ZY3S** to complete the process.

- **If there is not a Colorado Fingerprinting or IdentoGo location within 40 miles of your residence:**

1. You may obtain a fingerprint card from your local sheriff's office or police department. You may then mail the card to CBI: Colorado Bureau of Investigation or CBI, 690 Kipling Street — Suite 4000, Lakewood, CO 80215.
2. Use **CONCJ7187** as the OCA number on your fingerprint card and list **9-7-106 and 9-7-108** as the State of Colorado statute reference.
3. Submit payment for **\$39.50** using a credit card, money order, or business check. Personal checks are not accepted. Use [this link](#) for more payment information.
4. State that there is not a CABS location within 40 miles of your residence on a note with your card.

B. If you are not located in Colorado (out-of-state applicant):

- **Colorado Fingerprinting:**

1. Register online as an "out-of-state" applicant at www.coloradofingerprinting.com. Use CBI Unique Code **7187EPSI**.
2. You may choose to pay the fee online with a credit card or send a money order or business check with your fingerprint card. Personal checks are not accepted.
3. Mail your fingerprint card (and money order if applicable) to 110 16th St, 8th Floor, Denver, CO 80202. **DO NOT MAIL TO CBI.**

- **IdentoGo:**

1. Pre-enroll for cardscan submission at <https://uenroll.identogo.com/>. Use service code **25ZY3S**. All fees will be collected during the pre- enrollment process. A confirmation page will be provided once registration is complete.
2. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre- enrollment confirmation page and the completed fingerprint card to the mailing address provided on the confirmation page. **DO NOT MAIL TO CBI.**

