



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

(Revised 09/08/2022)

- **STOP. Your application must be received by OPS BEFORE you get fingerprinted.** Failure to do so may result in your fingerprints being rejected and you will be required to get printed again at your own expense
- 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:**

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

- **Identogo:**

- i. Visit <https://uenroll.identogo.com/> or contact the Identogo call center at 844-539-5539.
- ii. When prompted, please enter the service code **25ZY3S**.

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

- **Colorado Fingerprinting:**

- i. Register online as an "out-of-state" applicant at [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com). You may choose to pay online with a credit card or send a money order with your fingerprint card. Use CBI Unique Code **7187EPSI**.
- ii. Mail your fingerprint card (and money order if applicable) to 110 16th St, 8th Floor, Denver, CO 80202. **DO NOT MAIL TO CBI.**

- **Identogo:**

- i. Pre-enroll for cardscan submission at <https://uenroll.identogo.com/>. All fees will be collected during the pre-enrollment process. A confirmation page will be provided once registration is complete.
- ii. 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.**

### **C. If you are located in Colorado, but a fingerprinting location is not available within at least 40 miles of your residence:**

- 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.
- Use **CONCJ7187** as the OCA number on your fingerprint card and list 9-7-108 as the State of Colorado statute reference.