

**COLORADO SUPREME COURT
OFFICE OF ATTORNEY REGULATION COUNSEL
ATTORNEY ADMISSIONS
1300 Broadway, Suite 520
Denver, Colorado 80203
(303) 928-7770**

FINGERPRINT INFORMATION SHEET

Attorney Application Fingerprint Submission Requirement For Colorado Bar Admission

Fingerprints are required of all applicants for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI). Electronic submission of your application requires inclusion of a complete set of fingerprints.

IMPORTANT

Please read the following instructions and begin the fingerprint process as soon as possible. New fingerprints are required with each application submission, including reapplications.

There are two methods for fingerprinting – manually or electronically. Many police departments will utilize the rolled ink transfer of fingerprints onto a card. This ink method can have the highest rate of failure due to lower quality of print characteristics. However, some agencies will electronically transfer fingerprints onto the card. The electronic method (Live Scan) is the preferred method if available.

Instructions

1. Print this instruction sheet and take it with you to your local Law Enforcement Agency (e.g., Police Department or Sheriff's Office) or other authorized fingerprinting agency.
 - a. It is legally required that a qualified Law Enforcement Agency assist you with completing the fingerprint card.
 - b. Call ahead to confirm that a particular agency is able help you and ask (a) if they use the electronic (preferred) or manual method for fingerprinting, (b) if they supply the appropriate fingerprint card (Form FD-258) or if you need to obtain the card ahead of time, and (c) for information regarding residency requirements, hours or operation and cost.
 - c. If the agency does not provide a card, you may obtain one from the Office of Attorney Admissions. You **MUST** use a fingerprint card on card-stock; fingerprints on regular paper will **NOT** be accepted.
 - d. Explain that Colorado law requires that you are fingerprinted as part of your application for admission to practice law and that the Office of Attorney Admissions will submit the completed card to CBI.
 - e. Note: The Law Enforcement Agency may charge a fee for this service.

2. Use a **black** ballpoint pen to complete the information on the fingerprint card.
3. Use the codes and format from the Fingerprint Card Instructions for Attorney Admissions to provide the information required for completion of the card. PRINT clearly.
4. Sign the card and ensure the person performing the printing process signs in the space titled: "Signature of Official Taking Fingerprints."
5. Immediately upload a copy of your completed fingerprint card to your bar application account. You must also mail or hand-deliver the original completed fingerprint card to the Office of Attorney Admissions. DO NOT send fingerprint submissions to the CBI.
6. Fingerprint cards may NOT be folded, stapled or otherwise altered or mutilated, including, but not limited to, taping the card to another object.
7. CBI will process the background checks and submit the results directly to the Office of Attorney Admissions. Please do not call CBI or the Office of Attorney Admissions to check on the status.



Colorado Bureau of Investigation

Ronald C. Sloan, Director

690 Kipling St., Suite 3000, Denver, Co 80215
Ph: (303) 239-4201 cbi.state.co.us

Fingerprint Card Instructions for Attorney Admissions

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED (3)		LAST NAME NAM (1)		FIRST NAME		MIDDLE NAME		FBI
RESIDENCE OF PERSON FINGERPRINTED (14)		ALIASES AKA (2)		OR		DATE OF BIRTH DOB (4) Month Day Year		
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ (12)		SEX (5)	RACE (6)	HTGT (7)	WGHT (8)
EMPLOYER AND ADDRESS (15)		YOUR NO. OCA (18)		FBI NO. FBI (20)		EYES (9)		HAIR (10)
REASON FINGERPRINTED (16)		ARMED FORCES NO. MNU (21)		SOCIAL SECURITY NO. SOC (13)		PLACE OF BIRTH POB (11)		
		MISCELLANEOUS NO. MNU (19)		LEAVE BLANK				
				CLASS _____				
				REF. _____				

This is a blank example of the text portion of a fingerprint card, form FD-258. Follow the instructions below to ensure all panels are filled out completely and accurately. Please contact the CBI Identification Unit at (303) 239-4208 if you have any questions.

1-14. PERSONAL/IDENTIFYING INFORMATION

Panel		Code/Format to Enter Information
1	NAME	Last Name, First Middle (full name is required)
2	AKA	Last Name, First Middle (includes maiden name, other married names, and/or any other names)
3	Signature	Legal signature of person being fingerprinted
4	DOB (date of birth)	MM DD YYYY (two digit month, two digit day, four digit year)
5	SEX	M (male) or F (female)
6	RACE	W (white), B (black), W (Hispanic), A (Asian), I (Native American), or U (unknown/other/multiple)
7	HEIGHT	Three-digit code to represent feet and inches. Example: 5'06" = 506, 6'01" = 601, etc.
8	WEIGHT	Three-digit code to represent pounds. Example: 165, 095, etc.
9	EYE	BLK (black), BLU (blue), BRO (brown), GRN (green), GRY (gray), HAZ (hazel), or XXX (unknown)
10	HAIR	BLD (bald), BLK (black), BLN (blond), BRO (brown), GRY (gray), RED (red/auburn), WHI (white), or XXX (unknown)
11	POB (Place of Birth)	US state, or country if outside US
12	CTZ (Citizenship)	Country of citizenship
13	SOC	Social security number
14	Residence	Full mailing address

15-19. REQUEST-SPECIFIC INFORMATION

Panel		Code/Format to Enter Information
15	Employer and Address	Colorado Supreme Court Attorney Admissions 1300 Broadway Ste. 520 Denver, CO 80203
16	Reason Fingerprinted	Attorney Admissions
17	CTZ (Processing fee)	\$39.50
18	OCA	CONCJ0400
19	MNU	Leave blank for this type of request.

20-21. THESE PANELS ARE FOR CBI OFFICE USE ONLY



**COLORADO
DEPARTMENT
OF PUBLIC SAFETY**

Colorado Bureau of Investigation
Ronald C. Sloan, Director

<http://cbi.state.co.us/>

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, **YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.**

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from CBI's website at www.cbi.state.co.us.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at www.fbi.gov.

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)

Only you can request a copy of your own Identification Record.

How to Request a Copy of Your Record

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI.](#)

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.

John W. Hickenlooper
GOVERNOR

James H. Davis
EXECUTIVE DIRECTOR

Colorado State
Patrol

Colorado Bureau
of Investigation

Division of
Criminal Justice

Division of
Homeland Security



Denver Office
690 Kipling Street, Suite 3000
Denver, Colorado 80215-5825
(303) 239-4300
Admin. FAX (303) 235-0568
Invest. FAX (303) 239-5788
cbi.denver@cdps.state.co.us

Pueblo Office
3416 North Elizabeth Street
Pueblo, Colorado 81008
(719) 542-1133
FAX (719) 542-6411
cbi.pueblo@cdps.state.co.us

Grand Junction Office
2797 Justice Drive
Grand Junction, Colorado 81506
(970) 248-7500
FAX (970) 248-7464
cbi.grandjunction@cdps.state.co.us

Durango Office
160 Rock Point Drive, Unit B
Durango, Colorado 81301
(970) 375-1646
FAX (970) 375-1619
cbi.durango@cdps.state.co.us

