



Fingerprinting Instructions for Liquor Licenses

- › Complete fingerprints as soon as possible, waiting for the background results will delay your application
- › Payment is due, at the location, payable by business check, money order, or credit card in the name of the person being fingerprinted
- › Fingerprinting at the location – Fingerprints are electronically sent to the State. You should not receive any paper fingerprint cards.
- › Background check results will be sent to City of Loveland (the “requesting agency”)
- › Complete the attached ‘Written Notification’ and turn it into the City Clerk’s Office

You MUST schedule an appointment with one of the below agencies:

IdentoGO (aka Idemia)

- 844-539-5539 (toll free)
- <https://uenroll.identogo.com/>
- Service Code for liquor licenses is 25YQ6K
- The City’s CBI account number is CONCJ5431

Colorado Fingerprinting

- 720-292-2722 or 833-224-2227 (toll free)
- <http://www.coloradofingerprinting.com/>
- CBI unique ID is 5431LLQH

On 9/24/2018, the State of Colorado Bureau of Investigation (CBI) implemented a new fingerprinting system called CABS (Colorado Applicant Background Services), for noncriminal fingerprinting. Effective 11/1/2018, paper fingerprint cards for liquor licensing are no longer accepted and must be completed electronically.



Office of the City Clerk

500 East Third Street, Suite 230 • Loveland, Colorado 80537
(970) 962-2343 • FAX (970) 962-2901 • TDD (970) 962-2620
www.cityofloveland.org

FINGERPRINT BASED CRIMINAL HISTORY BACKGROUND CHECK – WRITTEN NOTIFICATION

Applicant information

Individual Applicant's Name:	Date
Establishment Name:	
Address:	City, State & Zip:

Description of Notification

Applicants obtaining fingerprints to be submitted to a civil submission agency that will receive Colorado Bureau of Investigation and Federal Bureau of Investigation (CBI/FBI) identification records are hereby notified that the fingerprints will be used to check the criminal history records of both the CBI and FBI.

The civil submission agency will provide the applicants the opportunity to complete or challenge the accuracy of the information contained in the CBI/FBI identification record.

The procedures for making or declining a change, correction or update of an identification record are set forth in *Title 28, C.F.R., Section 16.34* and allow a reasonable time to do so before the submission agency makes a decision to deny the license or deny employment based on the information in the record. (Title 42, U.S.C., Section 14616, Article IV(c); Title 28, C.F.R., Section 50.12(b); Title 5, U.S.C., Section 552a (e)(3)).

Acknowledgement of Receipt of Notice

By signing this form, you confirm that you understand the information in this written notification and its purpose.

Applicant's Signature	Date
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Agency Signature	Date
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Witness Signature (if applicant understands notification but refuses to sign)	Date
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