Colorado Fingerprinting Applicant Registration Instructions

The following are step by step instructions to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.

1. **Website** - Please visit [https://abi.complio.com/](https://abi.complio.com/) to begin (smartphone and tablet friendly)

2. **Create Account** - Click the “Create an Account” button to begin the registration process.

3. **Enter Information** - Carefully enter all of your information. Fields with asterisks (*) are required. Please note for your username you can choose anything that is available including your email address.

![Create an account page](image)

**Create an account**

Please fill the form below to create an account. The items with * are required.

**Personal Information**

- First Name: *
- Middle Name: *
- Last Name: *
- Do you have an SSN? * Yes No
- Social Security Number: 
- Gender: 
- Date of Birth: 
- I don't have a Middle Name.

**Contact Information**

- Primary Email: *
- Confirm Primary Email: *
- Secondary Email: *
- Confirm Secondary Email: *
- Address: *
- Country: 
- State: 
- City: *
- Zip Code: *
- Primary Phone: *
- Secondary Phone: 

**Account Information**

- Username: *
- Password: *
- Confirm Password: *

[Create Account & Proceed] [Cancel]
4. **Start Ordering Process** - After successfully creating an account click the “Get Started” button to start the ordering process.

**Welcome!**

Before you place your fingerprinting order you need to know the purpose for the fingerprinting and if applicable your department/organization’s unique ID. Please note an incorrect unique ID may impact the results being received correctly by the authorized entity. If you are not sure of the unique ID please contact the employer/agency requiring the check.

5. **Choose Location or Out of State** - If you live in Colorado, find the nearest location by entering your zip code and click search. If you live outside of the State of Colorado or cannot physically make it to a location then choose “Out of State” and proceed to step 7.

6. **Appointment** - Select one of the available appointment slots and click “Next” to proceed.
7. **Order Selection** - Choose “CBI CABS Fingerprinting” from the available services.

8. **CBI Unique ID** - Enter the CBI Unique ID for your institution and click “Next”. The CBI Unique ID for your institution is **0125PUBA**.

9. **Verify Personal Information** - Verify the personal information entered from the account creation to ensure it is correct. Make any changes as needed and click “Next”.

10. Fingerprinting Information - Add the information needed for fingerprinting. Fields with asterisks (*) are required. Double check your information and click “Next” to proceed. If the daycare license # is required please enter the license number for your institution which is Not Applicable.

Information for Fingerprinting

- Please provide all requested information.
- Bold * lettering indicates required information.
- Omitting or providing false information may be cause for disqualification.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Of Birth (City)</td>
<td>Select</td>
</tr>
<tr>
<td>Place Of Birth (State)</td>
<td>Select</td>
</tr>
<tr>
<td>Eye Color</td>
<td>Select</td>
</tr>
<tr>
<td>Hair Color</td>
<td>Select</td>
</tr>
<tr>
<td>Height Feet</td>
<td>Select</td>
</tr>
<tr>
<td>Height Inches</td>
<td>Select</td>
</tr>
<tr>
<td>Weight</td>
<td>Select</td>
</tr>
</tbody>
</table>

Service Details

- Please make sure to confirm your institution or department about your Unique ID.

<table>
<thead>
<tr>
<th>Reason Fingerprinted</th>
<th>VENDOR CERTIFICATION PI</th>
<th>Cilii Unique ID</th>
<th>Daycare License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct#</td>
<td>VENDOR CERTIFICATION PI</td>
<td>0515VCPI</td>
<td>119 11TH ST 8TH FLOOR</td>
</tr>
<tr>
<td>Acct#</td>
<td>CO</td>
<td>80222</td>
<td>DENVER</td>
</tr>
</tbody>
</table>

Total Fee(s) 49.5

11. Double Check and Agreement - Double check all of your information to ensure it is correct. Click the checkbox to agree with the privacy statement and click “Next”.

Privacy Act Statement

Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes. State statutes pursuant to Pub. L. 92-244, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/identities may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint applications) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/identities in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NIG.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/identities are retained in NIG, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register. Including the Routine Uses for the Next Generation Identification (NGI) system and the FBI’s Biometric Routine Uses. Routine uses include, but are not limited to: disclosures to employing, governmental or authorized non-governmental agencies, responsible for employment, contracting, licensing, security clearances, and other suitable determinations; federal, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

A valid State ID Card or out-of-state license from State Agency, Federal ID Card with seal or logo from State Agency, Commercial Driver’s license permit issued by State or out-of-state possession of the U.S., Commercial Driver’s license issued by a State or out-of-state possession of the U.S., driver’s license issued by a State or out-of-state possession of the U.S., valid U.S. passport, foreign passport, passport expirient, valid U.S. military identification card, permanent resident card/driver’s license, enhanced driver’s license (EDL),
12. Last Chance to Change Information - You will receive a warning that this is your last chance to double check your information. After double checking your information click "OK" to proceed.

abi.complio.com says
You will not be able to edit any information for this order after proceeding – MAKE SURE YOUR INFORMATION IS CORRECT. Have you reviewed all your information?

13. Summary and Submit - You will receive a summary for your order, click “Next” to submit your order.

14. Payment - Select the method of payment. Check the box to agree to the user agreement if applicable and then click “Next”.

Payment Type: Credit/Debit Card
15. **Order ID** - You will receive your order ID on the screen plus it will be emailed to you and texted to you if you opted in to receive text notifications. Provide the order ID along with a valid Govt. issued photo ID to the fingerprint tech when you have your fingerprints taken.

![Order Summary](image)

**Fingerprinting** - Please bring the following when you go to the location to have your fingerprints taken.

- **Order ID** - Please make sure to bring in the order ID from the fingerprint registration.
- **Govt. Issued Photo ID** - Please make sure to bring a valid photo ID which can be one of the following:
  - [Valid Driver’s License](#) - Issued by Colorado or another State.
  - [Valid Identification Card](#) - Issued by Colorado or another State.
  - [Federal ID Card](#) - With seal or logo from Federal Agency.
  - [Valid Commercial Drivers License](#) - Issued by Colorado or another State.
  - [Valid U.S. Passport](#)
  - [Valid Foreign Passport](#)
  - [Valid Passport Book/Card](#)
  - [Valid U.S. Military Identification Card](#)
  - [Permanent Resident Card/Green Card](#)
  - [Enhanced Tribal Card](#)

**Out of State** - If you selected the non-resident fingerprint processing which is available for those applicants residing outside of Colorado or if you are unable to physically visit one of Colorado Fingerprinting locations. The following are the next steps in the process.
1. **FD-258 Fingerprint Card** - You must have your fingerprints taken on FD-258 fingerprint cards. You can typically do this at local law enforcement or any private agency qualified to take fingerprints. We recommend obtaining two (2) fingerprint cards. The cards need to be signed by both you and the official taking fingerprints and all personally identifiable information must be completed.

2. **Confirmation** - At the end of the enrollment process please print your confirmation receipt with your order number.

3. **Money Order or Business Check (if used for payment)** - If you used a money order or business check for payment please include the money order (with the appropriate payment amount) payable to American Bioidentity.

4. **Mail** - Mail all items listed above to:

   Colorado Fingerprinting  
   Attn: CABS Fingerprint Processing  
   110 16th St 8th Floor  
   Denver CO 80202

Once your request has been received it will be processed within 3-5 business days.

**Contact** - Please contact us if you have any questions or for assistance. Phone: 833-224-2227

Email: info@coloradofingerprinting.com