



Colorado Out-of-State/Out-of-Country Process and/or Mailing Hard-copy Cards

Educator Licensing Act Only

Cardscan processing is available for those applicants residing outside of Colorado or physically unable to visit a local IdentoGo location. In order to complete the process, applicants must complete the following steps:

1. Obtain fingerprints on FBI (FD-258) fingerprint card from and complete the **personal information** fields on fingerprint card. *Don't worry about the 'employer', 'reason' or 'OCA' fields as that will be added once we have received your fingerprint card. Don't forget to include your SSN on the card.*
2. Pre-enroll for cardscan submission at [by clicking here](#) and by clicking the link titled "Submit a Fingerprint Card by Mail." You will then see the disclaimer below.
3. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
4. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
5. **Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided on the confirmation page printed during this pre-enrollment process.**
6. Don't fold the fingerprint card and do not smudge the card if your prints were rolled with ink.

Disclaimer (this will show once you have selected the option to mail in your fingerprint card)

All applicants are strongly encouraged to check if there is an enrollment center in close proximity that is available under the "Schedule or Manage Appointment" option. Submitting a hard card should be a last resort for either out of state applicants or home-bound applicants.

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process or the card will be returned.

Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections.

Processing of fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

2. Click here or visit <https://uenroll.identogo.com/workflows/25YFZK> and scroll to the bottom of the screen which is where you are going to select that you would like to submit a fingerprint card for processing.

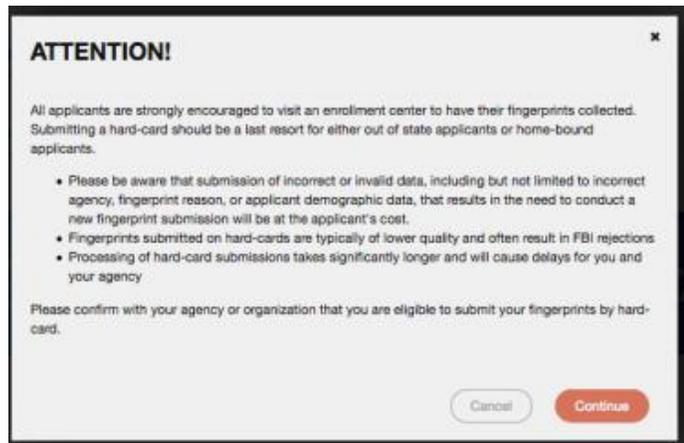
Schedule or Manage Appointment
Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?
Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center
Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail
Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page. This disclaimer is to alert you that this method should be your last resort as this method does come with some risk.



3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information to include SSN, if asked.
4. Pay for your service using an Authorization Code or Credit Card.

Apply Authorization Code

Authorization Code

Pay With Credit Card

We Accept: 

* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3. print and mail this page along with your fingerprint card for processing. An example of the final screen is shown below.

1 (of 4) - REVIEW INFORMATION :

Date:	04/10/	MM/DD/YYYY	
UE ID:	UZVV.	UE ID Sample	
Applicant:	Charle	Sample Applicant	
Service:	228N9	Service Code – Service Code Name	

UE ID Sample

Total Due:	:	\$0.00
Payments:		Total Charged to Credit Card
Card (1111)		Credit Card Authorization Number
Auth Number:		
Amount Paid as of MM/DD/YY		Amount Paid

2 (of 4) - SIGN AUTHORIZATION:

I hereby request a record check be made to find any police record on the herein named individual and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police and/or the FBI in the Automated Fingerprint Identification System and that my fingerprint images will be stored electronically on site in a secure manner for Rap Back purposes. I certify that this is for official business and I am authorizing the below named agency/individual to obtain any record found.

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. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics 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 repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics 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 NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, 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 NGI system and the FBI's Blanket 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 suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

X _____
 Signature Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

_____	_____
Print Applicant Name (Last, First, Middle)	Applicant Date of Birth (MM/DD/YYYY)
_____	_____
Phone Number	Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document.
2. Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned

IDENTOGO
 CARDSCAN DEPARTMENT
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