**INSTRUCTIONS TO OBTAIN REQUIRED CBI & FBI FINGERPRINT-GENERATED BACKGROUND CHECKS**

**THROUGH IDENTOGO OR COLORADO FINGERPRINTING**

 **(FOR ADOPTIONS OR LEGAL NAME CHANGES)**

**AND**

**INSTRUCTIONS TO OBTAIN REQUIRED CDHS (TRAILS) BACKGROUND CHECK**

**(FOR ADOPTIONS)**

**CBI & FBI FINGERPRINT-GENERATED BACKGROUND CHECKS:**

In adoption cases and legal name change cases, the Colorado District Courts require current Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) background checks on any party seeking to adopt. In adoption cases, the Courts also require a Colorado Department of Human Services (CDHS), also known as TRAILS, background check.

Fingerprint background checks are now being handled through a program called Colorado Applicant Background Services (CABS). The approved vendors for this program are IdentoGO and Colorado Fingerprinting.

The following link will take you to the CABS website:

<https://www.colorado.gov/pacific/cbi/employment-background-checks>

At that website, you can choose either IdentoGO or Colorado Fingerprinting.

**OR (and this is the easier way)**

You can go directly to IdentoGo’s website <https://www.identogo.com> or Colorado Fingerprinting’s website (<http://www.coloradofingerprinting.com/cabs>).

**IDENTOGO**

\*\*Unfortunately, with IdentoGo you cannot schedule one appointment for both your CBI and FBI background checks, but if you go through the process quickly twice (using the correct service code for each background check), you might be able to get back-to-back appointments.

Go to <https://www.identogo.com>

Enter zip code or city in the field under ‘Find the nearest IdentoGO center’

Click on City and State it shows what location is nearest you

Choose the location where you want to go (make sure it includes ‘FBI Identity History Check’ in the ‘Available Services’ description)

Click on ‘Schedule Appointment’

Scroll down and choose ‘Digital Fingerprinting’, then enter:

 111VVQ = FBI Identity History Check

 25YHQ4 = Colorado DHS-Indiv or Private Agcy Adoption-Court Ordered-Non-Licensed-

 CBI Only (CBI History Check)

 25YH7J = Colorado CJD-Legal Name Change-CBI Only

Click on ‘Schedule or Manage Appointment’

Read Privacy Act Statement and then click on ‘Next’

Complete form and click on ‘Next’

Choose reason for requesting an FBI Identity History Check (Adoption of a Child in the US)

Click on ‘Next’

Enter Country of birth

Enter City of Birth

Enter State of Birth

Enter Country of Citizenship

Click on ‘Next’

Have you ever used a maiden/previous name?

Have you ever used an alias?

Is your mailing address the same as your residential address?

Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

Click on ‘Next’

Enter Maiden/Previous Name (if applicable)

Enter Personal Information

Height Weight Hair Color Eye Color

Preferred Language Gender Race

Click on ‘Next’

Enter Mailing Address Info:

Country

Address

City

State Postal Code

Click on ‘Next’

Choose identification document you will be taking to your appointment

“Does the name you are enrolling under match the name on all documents selected?”

Click on ‘Next’

Enter a Postal Code, City and State or Airport Code to find an Enrollment Center near you

Click on ‘Search’

Choose the location you want to schedule an appointment at

Click on ‘Next’

Select a Date and Time

Click on ‘Submit’

**COLORADO FINGERPRINTING**

Go to <http://www.coloradofingerprinting.com/cabs/>

Click on “I Need to Get Fingerprinted”

In the ‘Fingerprinting for Colorado Applicants’ section, you will note the red print that tells you that you will need a CBI Unique ID to proceed. The unique ID’s are as follows:

 0300ADPA = Adoption – Private Individual

 3975LNCA = Legal Name Change

You will need to create an account and go through the screens step-by-step to register and schedule an appointment.

‘Click Here to Register & Proceed’

The website will direct you to the closest enrollment center to process your fingerprints.

**CDHS (TRAILS) BACKGROUND CHECK:**

Either go to the Judicial website ([www.court.state.co.us](http://www.court.state.co.us)) and access the link to the CDHS background check under the adoption instructions, download the form and following the instructions as described further below\*\*.

**OR**

Go to [www.ColoradoOfficeofEarlyChildhood.com](http://www.ColoradoOfficeofEarlyChildhood.com)

Click on ‘For Providers’

On the lefthand side of your screen, click on ‘Background Checks’

Click on ‘Colorado-based Applicants; Child Abuse and Neglect Record Check’

Click on ‘Individual Inquiry Form’

Click on ‘Download’ to open the form and enable the typing mode

\*\*Complete the form (typed, as handprinted forms are not accepted)

Print and sign the form

 (\*Note: Do not complete the release portion so that the results will be returned

 to you rather than someone else)

Send the request, together with a check or money order in the amount of $35 payable to the “CDHS, BIU and Records & Reports”, to:

CDHS Office of Early Childhood

Background Investigations Unit

1575 Sherman Street, 1st Floor
Denver, CO 80203-1714