

CFI Renewal Affidavit Tips

Before beginning the Renewal Affidavit, please review CJD 04-05, CJD 04-08, and §14-10-116.5, C.R.S., at <https://www.courts.state.co.us/Administration/Section.cfm?Section=ip3domprog>.

Technological Tips for your Affidavit

- **Attaching Documents:** When uploading documents, permitted file types are .pdf, .doc, .docx, .png, .jpeg, .gif and .txt. The size limit is 1MB.
- **If you must abandon the affidavit before completing it,** use the “Save” function. Doing so will only save all completed/submitted screens, not the screen shown when you “Save.” You will have to re-enter data shown on the screen from which you use “Save.”
- **Limit your entry of text** to 50 characters, including spaces and punctuation, in all boxes except for the “work experience” box to avoid error messages caused by too much text. If additional explanation or documentation is needed, attach the relevant documents where permitted.

Background Check Form

- Following the submission of your affidavit, you will receive a link to an online background check form. If no aliases exist, please enter “none.” Use the following format for entering your SSN: xxx-xx-xxxx.

CFI Renewal Applicants will not undergo fingerprint-based background checks. Renewal Applicants will receive an email, following submission of their renewal affidavit, with a link to the ONLINE authorization for background check. Failure to complete the background check will result in denial of the renewal affidavit.

Summary of Information and Documentation Needed to Complete the Renewal Affidavit

- In the past three years:
 - Felony/misdemeanor convictions/pending cases, including pleas/pending deferred judgments and sentences
 - Traffic/petty offense convictions/pending cases involving drugs or alcohol, including pleas/pending deferred judgments and sentences
 - For disciplinary action, formal complaint, grievance or malpractice suit against the CFI as an attorney, mental health professional or CFI: the case name and number, the charge or allegation, the outcome and relevant documentation
 - For civil protection or restraining order against the CFI: the case or action number and name, the allegations, the outcome and relevant documentation
- No time limitation:
 - Past/present domestic relations proceedings involving denial or supervision of the CFI’s parenting time, visitation or custody
 - Past/present dependency, neglect, child abuse, or other cases involving the CFI
- Three unrelated references with knowledge of CFI-related qualifications (name, email, address and phone number);
- License type, number, issuing state, expiration date, and documentation of good standing for all professional licenses;
- Desired judicial districts for CFI appointment (see www.courts.state.co.us for a map of districts);
- Proof of professional good standing. Attorney and Mental Health Professional CFI Applicants may go to the attorney registration or DORA website and make a screen print showing Colorado attorney licensure or DORA licensure, certification or registration, good standing, and any disciplinary history or lack thereof. After accessing the appropriate regulatory agency showing license information, active status and disciplinary history (or lack thereof), click “CTRL” and “Print Screen” and “paste” into a blank document. Save the file. After you begin the affidavit, upload the file as an attachment when prompted. Use the above approach for proof of relevant training.