



COLORADO

Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

Factsheet: Background Checks Process for Owners and Managers/Administrators

1. What agency conducts the background checks? And how do I contact that agency?

The Colorado Bureau of Investigation (CBI) conducts background checks and provides a report listing the individual's arrests to the Division. They can be contacted at: 303-239-4208. Their website address is: www.cbi.state.co.us

2. What is a fingerprint check with "flagging?"

A fingerprint check provides information about arrests in Colorado. "Flagging" means that CBI will provide automatic notification of any future arrests.

3. Which individuals within the agency are required to undergo a fingerprint background check?

Each owner and each manager/administrator of a home care agency must submit a complete set of his or her fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprint-based criminal history record check.

"Manager" and "Administrator" are defined as any person who supervises the day-to-day operations of a home care agency. An agency "manager" is the person who supervises the provision of personal care services of a non-medical/personal care (Class B) agency and an agency "administrator" is the person who assumes authority for the operation of a medical/skilled (Class A) agency.

This record check will be conducted utilizing records of both CBI and the Federal Bureau of Investigation (FBI).

Whenever a change in an owner or manager/administrator occurs, the fingerprint background check must be submitted to CBI within ten (10) days after the change.

4. What type of background check does an owner who does not reside in Colorado need to undergo in order to apply for and renew the agency license?

An out-of-state owner must undergo the same fingerprint background check as a Colorado resident. Fingerprints can be taken out-of-state but the card will still be mailed to CBI for processing.

5. How much does it cost, per person, to undergo a fingerprint check with "flagging?"

You will have to pay a fee of \$39.50. You may pay using any one of the following methods:

- _ Cashier's check
- _ Visa/Mastercard
- _ Corporate/business account checks

Please note that CBI does not accept personal checks.

In order to establish an electronic account, please contact CBI directly.

6. What is the turnaround time for receiving the results?

Once CBI receives the background check request, it will take from three to six weeks to perform the background check. CBI will then submit the results to the Division. CBI will not notify the agency of the results.

7. How is the division notified of original results and future arrests?

CBI notifies the division electronically. The division will also be notified by CBI of future arrests.

8. What information do I need to submit to CBI in order to request a background check?

The request for the background check must include:

- _ A completed fingerprint card with the fingerprints attached; and
- _ Payment of \$39.50 for each fingerprint card submitted. Checks are to be made payable to "CBI."

9. What are fingerprint cards and from where do I get them?

A fingerprint card is a form that must be filled out with identifying information, such as name, date of birth and physical characteristics. See Attachment A, a sample card with instructions on how to fill out the information requested. The local policy or sheriff’s department can advise you on where to obtain the necessary card.

10. Where do I get my fingerprints taken?

You must contact your local police or sheriff’s department to arrange for fingerprinting. Local law enforcement agencies often have limited times during which fingerprinting is conducted. Further, there may be a charge for this service. Please note that you cannot take your own fingerprints - this must be done by law enforcement personnel or your request will be rejected by CBI.

11. How do I request the flagging option?

You do not need to specifically request the flagging option. The \$39.50 payment amount indicates to CBI that flagging is being requested.

12. How do I submit the background check request (completed fingerprint card and payment) to CBI?

Some law enforcement agencies that conduct fingerprinting will forward the background check request (i.e., the completed fingerprint card and payment) to CBI. However, many law enforcement agencies do not forward such requests. In this case, you are responsible for mailing the background check request to the following address:

CBI
690 Kipling Street, Suite 3000
Denver, CO 80215-5825

13. What are the most common reasons that CBI rejects requests for fingerprint checks?

CBI Reason for Rejecting the Fingerprint Request	How You Can Prevent Your Request from Being Rejected
<i>Fingerprint card is not complete</i>	Fill in all the boxes, as instructed
<i>Information provided in the fingerprint card request is not legible</i>	Type or print the information
<i>Payment amount is incorrect</i>	The correct amount, per background check request, is \$39.50
<i>The payment submitted is a personal check</i>	Use one of the following acceptable methods of payment: cash, cashier’s check, money order, corporate account check, or Visa/Mastercard
<i>Fingerprints were not taken correctly</i>	Have your fingerprints taken by a law enforcement agency
<i>Submitting both a fingerprint card and a name check form with a combined payment for both</i>	Please submit the fingerprint card with \$39.50 for each individual. Do not combine fees on one check

14. What is the background check process for other agency staff?

The owner, applicant, or licensee is responsible for ensuring that background checks are conducted for all other employees as well as any volunteers with direct consumer contact. The type of background check used is at the discretion of the agency. Refer to Instructions for Obtaining CBI Name Checks. Turnaround times for these checks are approximately 3 days.

Attachment A: Sample Fingerprint Card and Instructions for Completing Card - Do not fold or staple card

APPLICANT		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						<u>FBI</u> LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED 1		ALIASES <u>AKA</u> 8	LAST NAME <u>NAM</u> 7			FIRST NAME	MIDDLE NAME	OR I	
RESIDENCE OF PERSON FINGERPRINTED 2								DATE OF BIRTH <u>DOB</u> Month Day Year 22	
DATE 3A	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 3B	CITIZENSHIP <u>CTZ</u> 9	<u>SEX</u> 15	<u>RACE</u> 16	<u>HGT</u> 17	<u>WGT</u> 18	<u>EYES</u> 19	<u>HAIR</u> 20	PLACE OF BIRTH <u>POB</u> 21
		YOUR NO. <u>OCA</u> 10 CONCJ9200	LEAVE BLANK						
EMPLOYER AND ADDRESS 4 Colorado Department of Public Health and Environment 4300 Cherry Creek Drive South Denver CO 80246		FBI NO. <u>FBI</u> 11	CLASS _____ REF _____						
		ARMED FORCES NO. <u>MNU</u> 12							
REASON FINGERPRINTED 5 CRS 25-27.5-106 Home Care Licensing		SOCIAL SECURITY NO. <u>SOC</u> 13							
		MISCELLANEOUS NO. <u>MNU</u> 14							
6									

Please Fill Fingerprint Card Out As Follows: Do Not Fold Or Staple Cards

- 1) SIGNATURE: Signature of person fingerprinted - Individual's Signature
- 2) RESIDENCE: Complete mailing address of person fingerprinted; include city, state and zip code
- 3A) DATE: Date fingerprint taken
- 3B) SIGNATURE: Signature of the law enforcement official taking fingerprints
- 4) EMPLOYER: CDPHE Address as written on the sample card above.
- 5) REASON PRINTED: Please print: **CRS 25-27.5-106 Home Care Licensing**
- 6) FINGERPRINTS: All applicant prints must be taken by a law enforcement agency
- NOTE: The sample card does not show all of the fingerprint boxes
- 7) NAME: Type or print Last, First, Middle Name
- 8) AKA: Maiden name, other married names or any other name used
- 9) CITIZENSHIP: U.S. (if born US), Alien Registration number
- 10) OCA: Please print the following CBI account number: **CONCJ9200**
- 11) FBI: Please leave blank
- 12) ARMED FORCES: Please leave blank
- 13) SOC: Social Security Number
- 14) MISCELLANEOUS: Please leave blank
- 15) SEX CODES: M (Male), F (Female)
- 16) RACE CODES: W (White or Hispanic), B (Black), A (Asian), I (Indian)
- 17) HEIGHT: Feet and Inches (5'6"=506, 6'=600)
- 18) WEIGHT: 090, 100, 250, etc.
- 19) EYE CODES: BLK-Black, BLU-Blue, BRO-Brown, GRN-Green, GRY-Gray, HAZ-Hazel, XXX-Unknown
- 20) HAIR CODES: BAL-Bald, BLK-Black, BLN-Blonde, BRO-Brown, GRY-Gray, RED-Red/Auburn, WHI-White, XXX-Unknown
- 21) POB: Place of Birth (State only) or Country
- 22) DOB: Date of Birth

Instructions: CBI Name Checks

Procedure for Employees, Contract Staff and Volunteers having Direct Personal Contact with Consumers (Under the Auspices of the Agency):

All owners are responsible for conducting criminal background checks on all employees, contract staff and volunteers providing direct care and services prior to performing duties in a consumer's home. While the owner and administrator must undergo a fingerprint check with "flagging," the type of background check conducted for other employees and the relevant volunteers is at the discretion of the owner. One alternative is to conduct a name check through the CBI. There are also other companies that provide this service. If conducted through the CBI, the request can be done through the:

- Mail or
- Internet

Through the Mail:

1. Complete one form per name. Make additional copies of the blank CBI Name Check Form when needed.
2. Send completed form and \$13.00 per name/form to:

Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215-5825

Make sure to complete the information in the name/agency box. Use your name/facility and address so that CBI will send these reports directly to your facility. **Do not** send this data to Health Facilities and Emergency Medical Services Division. It is your responsibility to maintain this information in your files.

3. Payment must be by certified check or money order – no personal checks. Make checks payable directly to: Colorado Bureau of Investigation.

Through the Internet:

1. Type in the following address: <https://www.cbirecordscheck.com>
2. Follow the directions provided on the Colorado Bureau of Investigation website.
3. Internet name check is \$6.85.

CBI Form: Obtaining CBI Name Checks

Use this form for conducting a CBI name check through the mail for employees other than administrators and for volunteers with direct client contact. You can make multiple copies for your files.

COLORADO BUREAU OF INVESTIGATION, 690 KIPLING STREET, #3000, DENVER, COLORADO 80215
PHONE 303-239-4680

PUBLIC REQUEST FOR ARREST INFORMATION

PLEASE TYPE OR PRINT CLEARLY.

LAST NAME, FIRST, MIDDLE to be checked	SEX - M F	DATE OF BIRTH	SOCIAL SECURITY #
YOUR FULL NAME OR AGENCY, MAILING ADDRESS AND PHONE NUMBER			

THE RECORDS REQUESTED SHALL NOT BE USED FOR THE DIRECT SOLICITATION OF BUSINESS FOR PECUNIARY GAIN. (REQUESTOR SIGN BY THE X PER STATE LAW):

X _____

NAME SEARCH FEE IS \$13.00 through the mail and \$6.85 via the internet.

NO PERSONAL CHECKS. WINDOW SERVICE 8 A.M. TO 4 P.M., MONDAY thru FRIDAY.

CBI ARREST FILE COMPLETENESS. Not all arrests are documented in CBI files. The CBI stores only records of arrest which occurred in Colorado and for which readable fingerprints were taken and sent to the CBI. While arrest fingerprint submission to the CBI is required by law, that does not insure either submission or submission of quality sufficient for use. A varying number of prints are returned to contributors due to poor print quality that prevents a thorough search of the file.

There is a normal delay of one to two weeks between the time of arrest and the time the CBI receives the card documenting that arrest. A person screened may have been arrested during the prior week and the CBI may have the card but has yet to add it to the file. In such cases, if the arrest card in process is the person's only known Colorado arrest, the reply would indicate "No Record Found."

Sealing is permitted only when the arrestee has petitioned the court for sealing, and he/she has either been acquitted of all charges relating to an arrest, or no charges were filed after the arrest, or all charges were dismissed. Fewer than one percent of our records have been sealed by court order, and are unavailable.

RECORD RETENTION & PURGE. A person's record is purged when he reaches 80 years of age, and has been free of arrest or criminal justice supervision (incarceration, parole, probation) for ten years.

RESPONSE. We try to mail our response to your arrest record request within three business days from the time we receive your request.