



# 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](http://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.

Background checks are required for any owner of a home care agency who has 50% or more ownership interest in the 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?**

<b>CBI Reason for Rejecting the Fingerprint Request</b>	<b>How You Can Prevent Your Request from Being Rejected</b>
<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

<b>APPLICANT</b>		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						<u>FBI</u> LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED <b>1</b>		ALIASES <u>AKA</u> <b>8</b>	LAST NAME <u>NAM</u> <b>7</b>			FIRST NAME	MIDDLE NAME	OR I	
RESIDENCE OF PERSON FINGERPRINTED <b>2</b>		CITIZENSHIP <u>CTZ</u> <b>9</b>	<u>SEX</u> <b>15</b>	<u>RACE</u> <b>16</b>	<u>HGT</u> <b>17</b>	<u>WGT</u> <b>18</b>	<u>EYES</u> <b>19</b>	<u>HAIR</u> <b>20</b>	DATE OF BIRTH <u>DOB</u> Month Day Year <b>22</b>
DATE <b>3A</b>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <b>3B</b>		YOUR NO. <u>OCA</u> <b>10</b> CO920136Z	LEAVE BLANK					
EMPLOYER AND ADDRESS <b>4</b> Colorado Department of Public Health and Environment 4300 Cherry Creek Drive South Denver CO 80246		FBI NO. <u>FBI</u> <b>11</b>	CLASS _____ REF _____						
REASON FINGERPRINTED <b>5</b> CRS 25-27.5-106 Home Care Licensing		ARMED FORCES NO. <u>MNU</u> <b>12</b>							
SOCIAL SECURITY NO. <u>SOC</u> <b>13</b>		MISCELLANEOUS NO. <u>MNU</u> <b>14</b>							
MISCELLANEOUS NO. <u>MNU</u> <b>14</b>									
<b>6</b>									

**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: **CO920136Z**
- 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