

How To Get a Fingerprint-Based Criminal History Check For Summit County Unincorporated Liquor Licensing

This information applies to Liquor License applicants in unincorporated Summit County, Colorado. If your business is located within a town in Summit County, contact that town hall for Liquor Licensing procedures and requirements. Obtaining fingerprints for Liquor Licensing purposes in Colorado has recently changed. The Colorado Bureau of Investigation (CBI) is pleased to announce the Colorado Applicant Background Services (CABS) program.

Program Overview

Applicants will be required to pre-enroll and schedule an appointment to have their fingerprints taken and submitted electronically to CBI for processing utilizing the enrollment sites for either vendor listed below. In the event an applicant resides outside of Colorado or is physically unable to visit an enrollment location, they will submit their fingerprints to either vendor for out-of-state conversion. **Do not submit fingerprints of any kind (hard copy or digital) directly to the Summit County Clerk & Recorder. It will cause delays in your Liquor License application.**

READ COMPLETELY WHILE SCHEDULING APPOINTMENT

VENDOR 1: Identogo - Summit County Sheriff's Office at 501 North Park Ave., Breckenridge

- Applicant self-schedules online: www.identogo.com
- IDENTOGO SERVICE CODE FOR LIQUOR LICENSING: **25YQ6K**
- OCA: CONCJ4367
- Ensure results are being returned to: Summit County Clerk & Recorder P.O. Box 1538 Breckenridge, CO 80424
 - Input online, and verbally check with fingerprinting vendor at appointment
- Reason Fingerprinted field: "Liquor License C.R.S. 44-3-307"
- Fingerprint submission will be processed by CBI and if applicant entered correct codes and information, results will be posted to the Summit County Clerk & Recorder

VENDOR 2: Colorado Fingerprinting - Copy Copy at 825 N. Summit Blvd., Frisco

- Applicant self-schedules online: www.coloradofingerprinting.com
- OCA: CONCJ4367
- Ensure results are being returned to: Summit County Clerk & Recorder P.O. Box 1538 Breckenridge, CO 80424
 - Input online, and verbally check with fingerprinting vendor at appointment
- Reason Fingerprinted field: "Liquor License C.R.S. 44-3-307"
- Fingerprint submission will be processed by CBI and if applicant entered correct codes and information, results will be posted to the Summit County Clerk & Recorder



COLORADO
Bureau of Investigation
Department of Public Safety

Identification Unit
690 Kipling Street, Suite 3000
Denver, CO 80215
303-239-4208

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from CBI's website at www.colorado.gov/cbi.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at www.fbi.gov.

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)
Only you can request a copy of your own Identification Record.

How to Request a Copy of Your Record

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI](#).

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBICJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.

