



**NOTICE
CONCERNING REQUIREMENTS
FOR REAL ESTATE BROKER LICENSE APPLICANTS
EFFECTIVE AUGUST 9, 2005**

Date: July 8, 2005
To: Real Estate Education Providers and Interested Parties
From: The Colorado Real Estate Commission

The following is important information regarding changes to the requirements for a real estate broker license:

Who: All applicants who apply for a broker license **on and after August 9, 2005**.

What: **Effective August 9, 2005**, prior to submitting an application for a license each applicant shall submit a set of fingerprints to the Colorado bureau of investigation. for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing records of the Colorado bureau of investigation and the federal bureau of investigation. The applicant shall pay the fee established by the Colorado bureau of investigation for conducting the fingerprint-based criminal history record check to the bureau. Upon completion of the criminal history record check, the bureau shall forward the results to the real estate commission. (House Bill 05-1040 amending 12-61-103 (1) (b) (I) C.R.S..

When: Beginning August 9, 2005 and within sufficient processing time prior to applying for a license.

Cost: At the time of this notice, the Colorado Bureau of Investigation (CBI) charges \$39.50 to conduct the criminal history check. The cost is subject to change. Contact the CBI to verify cost. The CBI phone number is 303-239-4208. **The CBI does not accept personal checks.** Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted.

The providers of the fingerprinting process will charge a fee (in addition to the fee payable to CBI) that will vary depending on the method used.

How: Fingerprints and identification information is submitted to the Colorado Bureau of Investigation for the purpose of conducting a state and national criminal history record check. **The CBI only conducts the records search; they do not perform the fingerprinting process.** You must utilize one of the following methods for the fingerprinting process and communication of information to the CBI:

Method 1: Utilize an **electronic** transfer of fingerprint and identification information sent directly to the Colorado Bureau of Investigation (CBI). The CBI will then communicate the results to the Colorado Real Estate Commission. The providers listed below will collect the CBI fee and transmit the fingerprint data and identification information electronically. This process does not utilize a paper fingerprint card, however when you are asked by the person administrating the process, you will need to know the identification information described below in Item b. of the *Additional Information* section.

- Arapahoe Community College, 5900 South Santa Fe Drive, 2nd Floor, Room M-2600, Littleton, Colo. Phone: 303-797-5800. Hours: Monday – Thursday 7:00am – 7:00 pm and Friday 8:00am – 5:00pm. All forms of payment are accepted.
- PSI (Psychological Services Incorporated)

Effective September 2005, the following PSI facilities will offer electronic transfers of fingerprint and identification information directly to the Colorado Bureau of Investigation.

DENVER AREA 12150 E Briarwood Suite 125 Centennial, CO 80112		PUEBLO 803 West 4th Street, #803S Pueblo, CO 81003	GRAND JUNCTION 743 Horizon Court, #342 Grand Junction, CO 81506
DURANGO 799 East 3rd Street Durango, CO 81301	FORT COLLINS 404 N College Ave Fort Collins, CO 80524	COLORADO SPRINGS 5050 Edison Avenue, #121 Colorado Springs, CO 80907	

For hours of operation and any other information, please visit PSI's website at www.psiexams.com or call 1 800 733-9267 between the hours of 6:00 AM and 6:00 PM.

Method 2: Use the fingerprint card # FD-258 and utilize an **electronic transfer of fingerprints onto the card**. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Afterward, you will need to either mail or deliver the completed card to the CBI along with the fee. The CBI will then communicate the results to the Colorado Real Estate Commission.

If you mail the card and fee, the address is: Colorado Bureau of Investigation, 690 Kipling Street, Suite 3000, Denver, CO 80215.

If you deliver the card and fee to the CBI, go to 690 Kipling Street. Hours of operation: 8:00am to 4:30pm, Monday through Friday. The CBI phone number is 303-239-4208 .The **CBI does not accept personal checks**. Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted.

The following County Sheriff departments will electronically transfer fingerprints onto the card. You will need to contact them for hours of operation and payment information:

Douglas County	Boulder County	Eagle County
Elbert County	Grand County	Gunnison County
Hinsdale County	Larimer County	Logan County
Moffat County	Ourray County	Pueblo County
Rio Grande County	Saguache County	Summit County
Weld County		

Method 3: Most police departments will utilize the **rolled ink** transfer of fingerprints onto card #FD-258. Call for hours of operations and cost. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Afterward, you will need to either mail or deliver the completed card to CBI along with the fee. See Method 2 above for information on the location and hours of operation of the CBI. The CBI will then communicate the results to the Colorado Real Estate Commission. **This ink method can have the highest rate of failure due to lower quality of print characteristics.** If you choose this method it is recommended that it be performed by a law enforcement agency trained in the process.

Additional Information:

- a. The above methods produce varying degrees of quality of print characteristics and length of time involved in the records search. Information available at the time of this notice indicates that the electronic method of printing and transmittal has the highest degree of quality of print characteristics and transmittal.

Applicants, whose fingerprints are not readable, due to low quality of print characteristics, will be required to resubmit (for an additional fee), fingerprints that are readable. Applications submitted to the Commission for which the results of a criminal history record check have not been received by the Commission will automatically be voided as incomplete, and the application fee paid will be non-refundable.

- b. If you utilize Method 2 and 3 above, you must use Card Number FD-258 (REV. 5-11-99). Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Be sure you know all the information asked for in the spaces on the top portion of the fingerprint card, or the card will be rejected. (i.e. last name, first name, middle name, aliases, residence address, sex, race, height, weight, eye color, hair color, place of birth, date of birth, citizenship, social security number, armed forces number only if applicable, any miscellaneous identification number only if applicable, FBI number only if applicable). You will need to also fill in the following spaces on the card with the information as follows:

EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI
Colorado Real Estate Commission 1560 Broadway, Ste.925 Denver, CO 80202	Real Estate Broker 12-61-103 C.R.S.	CONCJ0800	COCBI0000 COLO B OF I Denver, CO

- c. Be sure to sign the card, and have the person performing the printing process sign the card in the space titled: SIGNATURE OF OFFICIAL TAKING FINGERPRINTS.
- d. Blank Card Number FD-258 (REV. 5-11-99) is available at some real estate schools and at State Forms Center, 4200 Garfield Street, Denver CO 80216. Phone 303-370-2165. Hours of operation: Monday – Friday, 8:00 am – 4:00 pm. Cost: \$.25 cents.