

**MASSAGE THERAPIST
FINGERPRINTING AND BACKGROUND CHECK INSTRUCTIONS**

You must submit fingerprints to the Colorado Bureau of Investigation (CBI), 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 Division of Registrations must receive the results of both background checks prior to issuance of a new registration.

IMPORTANT

Please read the following instructions and begin the background check process no more than two (2) weeks before you submit your registration application to the Division of Registrations. It may take up to twelve (12) weeks for the CBI and FBI to process your fingerprints if the fingerprint quality does not meet their requirements.

There are two methods for fingerprinting—manually or electronically. Many police departments will utilize the rolled ink transfer of fingerprints onto a card. This ink method can have the highest rate of failure due to lower quality of print characteristics. However, some agencies will electronically transfer fingerprints on to the card. The electronic method is the preferred method if available.

Complete the following steps:

1. First, determine where you will have your fingerprints taken. Unless the fingerprinting is done and submitted by one of the following agencies, the background check will be void. You may be fingerprinted by any of the following agencies:

Arapahoe Community College

5900 South Santa Fe Drive, 2nd floor, Room M-2600
Littleton, CO
(303) 797-5800

Hours: Monday – Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. No appointment necessary.

Cash, checks and credit cards accepted.

Fingerprint cards not needed, electronic method used for fingerprinting and submittal to CBI.

All applicants must bring a valid driver's license or passport for identification purposes.

OCA # CONCJ0749

Colorado Correctional Industries

4999 Oakland Street
Denver, CO 80239
(303) 370-2165

Hours: Monday – Friday 8:00 a.m. – 4:00 p.m. No appointment necessary.

Cash only, no checks or credit cards.

Fingerprint cards provided.

Your local law enforcement agency

Contact the agency you will use to find out if they (a) use the electronic (preferred) or manual method for fingerprinting, (b) if they supply the appropriate Fingerprint Card (Form FD258) or if you need to obtain the card and (c) for information regarding residency requirements, hours of operation and cost.

Take these instructions with you to the agency where you will be fingerprinted.

2. If the agency does not provide the Fingerprint Card (Form FD258), you may obtain the card from the Colorado Correctional Industries' Forms Center by calling (303) 370-2165 or by completing and mailing in the form on the internet at <http://www.coloradoci.com/> or in person at the center (see above address). Costs, instructions and directions can also be found online. Fingerprint Cards are not available through the Division of Registrations Office of Massage Therapist Registration.

- Fill out the Fingerprint Card (Form FD258) using only black ink and following the instructions on the back of the form. No other forms or cards will be accepted. Be sure you know and accurately complete all of the identification information required. Complete the following spaces on the card as indicated. If you obtain a fingerprint card from your local law enforcement agency, you must complete the ORI information exactly as shown in these instructions or the card will be rejected.

EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI (if not already completed as follows):
Massage Therapist Registration 1560 Broadway, Suite 1350 Denver, Colorado 80202	Massage Therapist Registration CRS 12-35.5-101	CONCJ9300	COCBI0000 COLO B OF I Denver, CO

- Take the Fingerprint Card (Form FD258) to a local law enforcement agency to be fingerprinted. Remember to call for cost and for hours of operation since not all agencies conduct fingerprinting daily. Sign the card and ensure the person performing the printing process signs in the space titled: "Signature of Official Taking Fingerprints."
- Mail the completed Fingerprint Card and exact fee to:

Colorado Bureau of Investigation (CBI)
690 Kipling Street, Suite 3000
Denver, CO 80215

CBI charges \$39.50 to conduct the criminal history check. **The CBI does not accept personal checks.** Payment can be made (payable to CBI) by Money Order, Cashier Check, or Company check.

CBI phone number is (303) 239-4208.

Note that CBI will return the card and payment requiring re-submittal for an additional fee if: (1) fingerprints are not readable, due to low quality of print characteristics; (2) payment is not made in the exact amount (\$39.50); (3) the wrong fingerprint card is used (you must use Form FD258). In these cases, you may receive a rejection notice from the CBI Identification Unit and should contact them directly at the address on the notice. Do not call the Division of Registrations Office of Massage Therapist Registration, since we do not receive a copy of this rejection notice.

- CBI will process the background checks and submit them directly to the Division of Registrations Office of Massage Therapist Registration. This part of the process may take up to 12 weeks. Please do not call the Division to check on the status.

Applicant Notification and Record Challenge. The Office of Massage Therapist Registration, which makes the determination of suitability for registration, will provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. Procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R. 16.34. The Office will not deny the registration based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. Direct all challenges to your record to the FBI's Criminal Justice Information Services Division, Attention: Correspondence Group, 1000 Custer Hollow Rd., Clarksburg, WV 26306.