



**NOTICE  
CONCERNING FINGERPRINT REQUIREMENTS  
FOR REAL ESTATE BROKER LICENSES  
THAT EXPIRE DECEMBER 31, 2007**

Date: May - 2007  
To: Real Estate Brokers and Interested Parties  
From: The Colorado Real Estate Commission

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- What:** A fingerprint-based criminal history record check must be completed through the Colorado Bureau of Investigation and received by the Real Estate Commission prior to December 31, 2007 (Senate Bill 05-013).
- Who:** Licenses that Expire on December 31, 2007 and originally issued prior to July 1, 2004 and are on ACTIVE status.
- When:** LICENSEES ARE ADVISED TO BEGIN THE PROCESS PRIOR TO JULY 1, 2007. This past year, the process of clearing CBI and FBI has taken **up to 3 months**. If CBI/FBI process times remain unchanged, you will need to allow sufficient time for the reports to be received by the Commission prior to December 31, 2007
- Cost:** At the time of this notice, the Colorado Bureau of Investigation (CBI) charges \$39.50 to conduct the criminal history check. Providers of the fingerprinting process may charge a fee (in addition to the fee payable to CBI) that will vary depending on the method used.
- Effect:** If CBI reports are not received by the Commission prior to December 31, 2007, the license will be placed on inactive status effective January 1, 2008, and will remain on inactive status until the results of a criminal record check have been received by the Commission.
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**STEP 1:** Decide on one of the methods listed below for the fingerprinting process.

**STEP 2:** Submit the fingerprints and information to Colorado Bureau of Investigation. (See Additional Information below)

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**Additional Information:**

- a. Verify the expiration date and status of your license at: <http://eservices.psiexams.com/crec/search.jsp> or [https://eservices.psiexams.com/index\\_login.jsp](https://eservices.psiexams.com/index_login.jsp)
- b. Decide on a method for fingerprinting:

Method 1: Utilize an electronic process that results in transfer of fingerprints and information onto a card received by the Colorado Bureau of Investigation (CBI). The providers listed below will collect the CBI fee and transmit the fingerprint and identification information to CBI. You will not need a fingerprint card.

➤ Arapahoe Community College, 5900 South Santa Fe Drive, 2<sup>nd</sup> Floor, Room M-2600, Littleton, Colo. Phone: 303-797-5800. Hours: Monday – Thursday 8:00am – 5:00 pm and Friday 8:00am – 4:00pm. All forms of payment are accepted.

➤ PSI (Psychological Services Incorporated) at the following PSI facilities:

DENVER AREA The Triad Building 5660 Greenwood Plaza Boulevard, Suite 225 Englewood, CO 80111	DENVER AREA Clear Creek Office Park 4251 Kipling St. Ste. 415 Wheat Ridge, CO 80033	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 Ft. Collins, CO 80524	COLORADO SPRINGS 5050 Edison Avenue, #121 Colorado Springs, CO 80907	

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

Method 2: You obtain a fingerprint card and utilize an electronic transfer of fingerprints onto the card. You will then mail or deliver the card to CBI.

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	Ouray County	Pueblo County
Rio Grande County	Saguache County	
Weld County		

Method 3: Most police departments will utilize the rolled ink transfer of fingerprints onto a card. Call for hours of operations, cost and whether or not they have the fingerprint card, or if you need to supply it. 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 the process be performed by a law enforcement agency trained in the process.

- c. Blank Fingerprint Card Number FD-258 (REV. 5-11-99) is available at some real estate schools and at State Forms Center, 4999 Oakland Street, Denver CO 80239. Phone 303-370-2165. Hours of operation: Monday – Friday, 8:00 am – 4:00 pm. Cost: \$.25 cents.
- d. Be sure you know all the identification information required for criminal history record check process: 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. **IF YOU DO NOT PROVIDE ALL INFORMATION, THERE WILL BE DELAYS THAT COULD CAUSE YOU TO MISS THE DEADLINE.**

If you are using a fingerprint card, leave the identification information area of the fingerprint card blank until you are asked by the person administering the process to furnish the information. If you are using a fingerprint card, you will also need to fill in the following spaces on the card as indicated:

EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI
Colorado Real Estate Commission 1560 Broadway, Ste. 925 Denver, CO 80202	Real Estate Broker 12-61-110 and 110.8 C.R.S.	CONCJ0800	COCBI0000 COLO B OF I Denver, CO

**INCOMPLETE CARD INFORMATION WILL CAUSE DELAYS THAT COULD CAUSE YOU TO MISS THE DEADLINE.**

You need to sign the card and have the person performing the printing process sign the card in the space titled: “Signature Of Official Taking Fingerprints”.

- e. CBI Information:
  - 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, or Cashier Check. Company checks are also accepted.
  - At the time of this notice, the Colorado Bureau of Investigation (CBI) charges \$39.50 to conduct the criminal history check. 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, or Cashier Check. Company checks are also accepted.
  - CBI does not perform the fingerprinting process.
- f. Licensees, whose fingerprints are not readable, due to low quality of print characteristics, will be required to resubmit fingerprints (for an additional fee).
- g. 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.
- h. Licensees that are on inactive status do not need to complete the criminal history record check.
- i. Licenses can be renewed on an inactive status without having to complete the criminal history record check; however, cannot be activated until the record check is completed.

**This Is A One-Time Requirement Of Renewal And Once Completed Will Not Need To Be Done For Subsequent Renewals.**