



COLORADO
Bureau of Investigation
Department of Public Safety

Biometric Identification and Records Unit
690 Kipling Street, Suite 4000
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 AND RETAINED BY THESE AGENCIES TO CHECK STATE AND FBI RECORDS.

Discrepancies on your Colorado record can be challenged and corrected by calling the Colorado Bureau of Investigation, Biometric Identification and Records Unit at (303) 239-4208 or the arresting agency. Additional information about the record challenge process is available on [CBI's Website](#).

Disposition information is available from the [Colorado State Court's website](#). For Denver cases, visit the [Denver County Court website](#). Disposition information can be submitted to the CBI, visit the [CBI website](#) for instructions.

Sealing information is available on the [Colorado State Court's website](#) or [CBI's website](#).

Discrepancies on records from the FBI or another state can be challenged directly through the FBI. Information can be found on the [FBI website](#). 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 Identity History Summary or proof that a record does not exist.

Option 1: Submit your request directly to the FBI. (See above FBI website for information)

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 FBI CJIS 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 that is fingerprinted.

