COLORADO
Behavioral Health Administration

Behavioral Health Entity License Applicant,

As part of the process of completing your application submission for Behavioral Health Entity (BHE) licensure with our Behavioral Health Administration (BHA), owners and managers of your prospective BHE will need to submit fingerprints to the Colorado Bureau of Investigation (CBI) per the instructions below. Please note this requirement is separate from the personnel background checks required to be conducted under BHA Rules 2.5(D), 8.2.1, and 12.3.2(B)(7).

Step 1: Identify owners and managers and have everyone identified review all materials in this packet. The following definitions should guide your determination regarding who in your organization is an owner and/or manager for purposes of your application and submission of fingerprints:

“Owner” means a shareholder in a corporation, a partner in a partnership or limited partnership, member in a limited liability company, a sole proprietor, or a person with a similar interest in a BHE, who has a twenty-five (25) percent ownership interest in the BHE. (Guidance from CDPHE BHE Rules, 6 CCR 1011-1 6/14/21, Rule 1.3.27)

“Manager” means a person involved and/or responsible for decisions made on behalf of an agency regarding clinical and/or operational policies, procedures, and actions for a physical location, endorsement, service type, and/or the agency. This may include administrators or clinical directors, depending on the structure and operation of the agency. An agency may have a single manager, or multiple managers, as appropriate for the combination of endorsements, services, and locations included in the agency license. (BHA Rule 1.3 Personnel Definitions)

Depending on your organization and operations, these definitions could describe a single individual or several individuals.

Step 2: Follow the instructions in the packet below to have **all** owners and managers successfully complete the fingerprinting process through one of the two CBI-contracted vendors, IdentoGo or Colorado Fingerprinting. The costs for these fingerprinting services shall be borne by BHE applicants. Be sure to use the coding information provided in this packet so fingerprint results will successfully be delivered to BHA.

Step 3: Return the completed VECHS Waiver Agreement and Statement, provided as the final page of the packet below, for **all** fingerprinted owners and managers.

Step 4: Bring any issues to the attention of your BHA licensing manager as soon as they arise.

Sincerely,
BHA’s Quality and Standards Team

Legal References for Fingerprinting Requirement:

BHA RULE 1.3 PERSONNEL DEFINITIONS - “MANAGER” MEANS A PERSON INVOLVED IN AND/OR RESPONSIBLE FOR DECISIONS MADE ON BEHALF OF AN AGENCY REGARDING CLINICAL AND/OR OPERATIONAL POLICIES, PROCEDURES, AND ACTIONS FOR A PHYSICAL LOCATION, ENDORSEMENT, SERVICE TYPE, AND/OR THE AGENCY. THIS MAY INCLUDE ADMINISTRATORS OR CLINICAL DIRECTORS, DEPENDING ON THE STRUCTURE AND OPERATION OF THE AGENCY. AN AGENCY MAY HAVE A SINGLE MANAGER, OR MULTIPLE MANAGERS, AS APPROPRIATE FOR THE COMBINATION OF ENDORSEMENTS, SERVICES, AND LOCATIONS INCLUDED IN THE AGENCY LICENSE.

BHA RULE 2.18 INITIAL APPLICATION PROCEDURE - WITH THE SUBMISSION OF AN APPLICATION FOR A LICENSE TO OPERATE A BHE, OR WITHIN TEN (10) DAYS AFTER A CHANGE IN OWNERSHIP OR MANAGEMENT OF A BHE, EACH OWNER AND MANAGER SHALL SUBMIT A COMPLETE SET OF THE OWNER'S AND MANAGER'S FINGERPRINTS TO THE COLORADO BUREAU OF INVESTIGATION (CBI) FOR THE PURPOSE OF CONDUCTING A FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECK. THE CBI SHALL FORWARD THE FINGERPRINTS TO THE FEDERAL BUREAU OF INVESTIGATION (FBI) FOR THE PURPOSE OF CONDUCTING FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECKS. EACH OWNER AND EACH MANAGER SHALL PAY THE CBI THE COSTS ASSOCIATED WITH THE FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECK. UPON COMPLETION OF THE CRIMINAL HISTORY RECORD CHECK, THE CBI SHALL FORWARD THE RESULTS TO THE BHA. THE BHA MAY ACQUIRE A NAME-BASED CRIMINAL HISTORY RECORD CHECK FOR AN APPLICANT WHO HAS TWICE SUBMITTED TO A FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECK AND WHOSE FINGERPRINTS ARE UNCLASSIFIABLE.

BHA RULE 2.24.1(6) LICENSE, DESIGNATION, OR ENDORSEMENT DENIALS - THE RESULTS OF THE BACKGROUND CHECK REVEAL A FELONY OR MISDEMEANOR CONVICTION OF A CRIME OF MORAL TURPITUDE AS DESCRIBED IN PART 2.18.D.11.b.

27-50-503(4)(a and b) and (5), C.R.S. BHE License Applications - With the submission of an application for a license to operate a behavioral health entity, or within ten days after a change in ownership or management of a behavioral health entity, each owner and manager shall submit a complete set of the owner's or manager's fingerprints to the Colorado bureau of investigation for the purpose of conducting a fingerprint-based criminal history record check. The Colorado bureau of investigation shall forward the fingerprints to the federal bureau of investigation for the purpose of conducting fingerprint-based criminal history record checks.

Each owner and each manager shall pay the Colorado bureau of investigation the costs associated with the fingerprint-based criminal history record check. Upon completion of the criminal history record check, the Colorado bureau of investigation shall forward the results to the BHA. The BHA may acquire a name-based criminal history record check for an applicant who has twice submitted to a fingerprint-based criminal history record check and whose fingerprints are unclassifiable. The BHA shall use the information from the criminal history record checks performed pursuant to subsection (4)(a) of this section to determine whether the person applying for licensure has been convicted of a crime that involves conduct that the BHA determines could pose a risk to the health, safety, or welfare of a behavioral health entity's consumers. The BHA shall consider that persons in recovery may have a history of criminal justice involvement and that criminal history does not require a dismissal of an application for a license. The BHA shall keep information obtained in accordance with this subsection (4) confidential. The BHA shall not issue a license to operate a behavioral health entity if the owner or manager of the behavioral health entity has been convicted of a felony or misdemeanor that involves conduct that the BHA determines could pose a risk to the health, safety, or welfare of the behavioral health entity's consumers.



CABS Quick Start Guide

Now that you have been issued your CBI Account, you are ready to start providing instructions to your applicants. The key value to get the applicant directly where they need to be in the pre-enrollment system is the service code or unique ID, based on which vendor they are enrolling with. The service code for IdentoGo and unique ID for Colorado Fingerprinting are attached to this packet of information on a separate page. Follow the steps below for completing the enrollment and fingerprinting process.

Determine which CBI approved vendor you will be using

IdentoGo

1. Enroll online with your service code at https://uenroll.identogo.com/ **or** through the IdentoGo call center at 844-539-5539.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. IdentoGo will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

Colorado Fingerprinting

1. Enroll online with your unique ID at www.coloradofingerprinting.com **or** through the Colorado Fingerprinting call center at 833-224-2227.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. Colorado Fingerprinting will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

If your applicant is from out-of-state

IdentoGo

1. Pre-enroll for cardscan submission at https://uenroll.identogo.com/ All fees will be collected during the pre-enrollment process. A confirmation page will be provided once registration is complete.

2. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre- enrollment confirmation page and the completed fingerprint card to the mailing address provided on the confirmation page. **DO NOT MAIL TO CBI.**

Colorado Fingerprinting

1. Register online as an "out-of-state" applicant at www.coloradofingerprinting.com You can choose to pay online with a credit card **or** send a money order with your fingerprint card.

2. Mail your fingerprint card (and money order if applicable) to 110 16th St, 8th Floor, Denver, CO 80202. **DO NOT MAIL TO CBI.**

*** In the rare event that your applicant's prints are rejected for print quality, the system automatically notifies the applicant via email or phone with automated links to reschedule an appointment at no charge.

That is all there is to it! It might be a good idea to review the FAQ document in this packet. If you have further questions on the CABS program, or have issues with your account number call CBI at 303-239-4208.

BEHAVIORAL HEALTH ADMINISTRATION

IdentoGO By IDEMIA

Colorado Applicant Background Services Form

Service Name: BEHAVIORAL HEALTH ADMINISTRATION

To schedule your ten-minute fingerprint appointment, simply visit **https://uenroll.identogo.com** and enter the following Service Code

2TFT7T

When prompted, please enter the following CBI Account Number **CONCJ8121**

Service Code and CBI Account Number are unique to your hiring/licensing agency
Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence
- within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Waiver Form for Applicants age 17 and under

Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539

American Bioidentity

Approved Vendor for
Colorado Bureau of Investigation

COLORADO Fingerprinting

Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at www.coloradofingerprinting.com**.**
2. **Convenient Location and Time -** During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code -** Provide the following reason for fingerprinting and CBI Unique Code for your organization:

CBI Unique Code: 8121BHEB **BEHAVIORAL HEALTH ADMINISTRATION**

4. **Payment -** Select your method of payment.
5. **Confirmation -** You receive your appointment confirmation with your number which is delivered by both text and email.
6. **Fingerprinting -** Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport).** Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results -** The results are returned to CBI authorized agencies.
8. **Status -** You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us 720-292-2722, toll free 833-224-2227 or email info@coloradofingerprinting.com if you have any questions or need assistance.

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 F B I 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 tha t i s fingerprinted.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. [1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- **You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. [2]**
- **You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.**
- **You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.**
- **If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.**
- **If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**
- **You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]**

---

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.[1] Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- **Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.[2]**
- **Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.**
- **Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).**
- **Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.**
- **Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en https://www.fbi.gov/services/cjis/identity-history-summary-checks y https://www.edo.cjis.gov.**
- **Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de .https://www.edo.cjis.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)**
- **Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.[3]**

---

1 La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

2 https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

3 Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del FD-258 tarjeta de huellas digitales.

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencies de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

VECHS WAIVER AGREEMENT AND STATEMENT

Volunteer and Employee Criminal History Service

For criminal history record information pursuant to the *National Child Protection Act of 1993 (NCPA), as amended by the Volunteers for Children Act (VCA), and the Adam Walsh Child Protection and Safety Act of 2006*

Pursuant to the National Child Protection Act of 1993 (NCPA), as amended by the Volunteers for Children Act (VCA), this form must be completed and signed by every current or prospective applicant, employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize _____

Name of Qualified Entity

to submit a set of my fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any Colorado and national criminal history record that may pertain to me to the qualified entity.

I understand that, until the criminal history background check is completed, the qualified entity may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, I may obtain a timely determination as to the validity of my challenge before a final decision is made.

___ Yes, I have (OR)**____No, I have not been convicted of or pled guilty to a crime.**

If yes, please describe the crime(s) and the particulars:

I am a current or prospective (circle one): Applicant / Employee / Volunteer / Contractor or Vendor

Signature_____Date _____

Printed Name _____

Address _____

Date of Birth_____SSN_____

To Be Completed By Qualified Entity:

Entity Name _____

Address _____

Telephone _____

Note: This document must be retained by the agency / qualified entity for audit purposes.