



**NOTICE  
CONCERNING FINGERPRINT REQUIREMENTS  
FOR APPRAISER LICENSES  
THAT EXPIRE DECEMBER 31, 2013**

**Date:** March, 2013  
**To:** Licensed and Certified Appraisers and Interested Parties  
**From:** The Colorado Board of Real Estate Appraisers

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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 Division of Real Estate prior to December 31, 2013 in accordance with the new requirements put forth in 12-61-707(4) C.R.S., effective July 1, 2013.

**Who:** Licensed and Certified Appraisers whose licenses expire on December 31, 2013.

**When:** LICENSEES ARE ADVISED TO BEGIN THE PROCESS AS SOON AS POSSIBLE. This past year, the process of clearing CBI and FBI has taken up to 5 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, 2013.

**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 an additional fee (in addition to the fee payable to CBI) that will vary depending on the method used.

**Effect:** Renewal applications will not be processed until CBI reports are received by the Division. License will be set to expired status on January 31, 2014, and reinstatement fees will apply. Reinstatement application will not be processed until the CBI reports are received.

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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 12150 E Briarwood, Ste. 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 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 may 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	Garfield County	Grand County
Gunnison County	Hinsdale County	Larimer County
Logan County	Moffat County	Ouray 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 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 appraisal 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.
- 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 Division of Real Estate 1560 Broadway, Ste. 925 Denver, CO 80202	Real Estate Appraiser, 12-61-707(4) 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.

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



John W. Hickenlooper  
Governor

Barbara J. Kelley  
Executive  
Director

## Notice to Applicants

As an applicant for a license requiring the submission of fingerprints to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI), your fingerprints will be submitted to these agencies to check both state and federal arrest records.

Discrepancies on your Colorado arrest record can be challenged and corrected by contacting the CBI at 690 Kipling St., Ste. 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available on the CBI's website at [www.cbi.state.co.us](http://www.cbi.state.co.us).

Discrepancies with records from the FBI or relating to another state may be challenged through the FBI. Information, including the information listed below, can be found on the FBI website at [www.fbi.gov](http://www.fbi.gov).

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 CBI or FBI Arrest Record?

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 identification Record or proof that a record does not exist.

**Option 1:** Submit your request [directly to the FBI](#)

**Option 2:** Submit to an [FBI-approved Channeler](#), 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.

