

Fingerprinting for a Mancos Early Learning Center Employee

Colorado Bureau of Investigation (CBI) Fingerprint Processing CABS

Please go to **coloradofingerprinting.com** to create an account and to schedule an appointment. Fingerprinting sites are available in both Dolores and Durango. The cost is \$54.50 payable online when scheduling your appointment.

Fingerprinting for a Preschool Employee - Fingerprint results will be sent electronically to Mancos School District Re-6.

Steps to follow on the Coloradofingerprinting.com website:

- When on the home page of Coloradofingerprinting.com:
 - Scroll to the middle of the page and find CABS (Colorado Bureau of Investigation (CBI) Fingerprinting Processing CABS) on the left
 - Select: Get Started
- Create an Account – Top left hand corner
- Place New Order
- Schedule Appointment
- Enter Billing Code – Skip this field
- Why do I need fingerprinted? CO Licensure/Employment CABS
- What is your reason for CO Licensure/Employment CABS? – Childcare – Licensed 26-6-107
- CBI Unique ID - 5002DCLI
- Enter in Personal Information from your Driver's License
- Enter Fingerprint Information: Personal Details
- Daycare License # - 1630093
- Review Order and Accept the Privacy Act Statement
- Pay the \$54.50

Please call the Mancos School District Office at 970-533-7748 if you have any questions. Thank you!