

Fingerprinting for a Licensed Employee (Teacher or Substitute)

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 Licensed Employee (Teacher or Substitute): Fingerprint results will be sent electronically to CDE so a License can be issued.

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? – Ed Provisional – Dept of Ed 22-60.5-103
- CBI Unique ID - 1134ETPI (Will send Fingerprints Electronically to CDE)
- Enter in Personal Information from your Driver's License
- Enter Fingerprint Information: Personal Details
- Review Order and Accept the Privacy Act Statement
- Pay the \$54.50

Once a license has been issued from Colorado Department of Education, please bring to the Business Office of the Mancos School District.

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