

**POST APPLICANT PROCEDURE  
FOR OBTAINING A FINGERPRINT-BASED CLEARANCE**

Revised – April 4, 2016

Per Colorado POST Rule 14 – Fingerprint Based Criminal History Record Check, in order to be enrolled in any POST approved peace officer training program, or to be permitted to sit for the POST certification examination, all applicants must be fingerprinted on a POST Applicant Fingerprint Card. Any law enforcement agency may take the applicant's fingerprints. The completed card must be submitted to the Colorado Bureau of Investigation (CBI).

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide CBI with the completed card and payment for the state and national fingerprint-based criminal history record check. Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the Federal Bureau of Investigation (FBI). The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprint-based criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or certain misdemeanors. These misdemeanors are listed in § 24-31-305(1.5)(b) through (h) (2005).

The procedure for submitting an applicant fingerprint card is as follows:

1. Take a single POST provided fingerprint card to a law enforcement agency to roll your prints.
2. The law enforcement agency will roll the applicant's fingerprints and charge any required fee for the process to the applicant.
3. The law enforcement agency or the applicant will forward the completed fingerprint card to **CBI**, accompanied by a certified check or money order, provided by the applicant and made out to **CBI** in the amount of **\$39.50** (CBI will not accept personal checks).

**\*\*\*DO NOT MAKE THIS CHECK OUT TO POST - - DO NOT HAVE THE FINGERPRINT CARD SENT TO POST\*\*\***

4. CBI and FBI will notify POST directly of any criminal conviction. IF a conviction is determined to prevent the applicant from becoming certified, POST will notify the applicant or the academy of such information. If enrolled in an academy, the academy shall take appropriate measures to immediately dismiss the person from the academy.
5. The POST fingerprint card is continuous. CBI will notify POST of any person convicted of a criminal charge after the national criminal history check has been completed. POST WILL take immediate action to deny or revoke peace officer certification upon conviction of a felony or recognized misdemeanor.

The national criminal history record check can take up to two months to be completed. It is to the applicant's advantage to have the POST fingerprint card completed and submitted in a timely manner.

POST Fingerprint Card must be sent to:

**Colorado Bureau of Investigation  
Attention: Fingerprint Identification  
690 Kipling, Suite 3000  
Denver, CO 80215**

For questions concerning POST Rule 14 and the fingerprinting process, please call 720-508-6721.

**APPLICANT**

See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

**Must have full name including middle. If no middle, write "NMN."**

**Circle FBI**

FD-258 (REV. 3-1-10) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

**Other names including maiden and nicknames.**

O  
R  
I

COCB0000  
COLORADO B OF I  
DENVER, CO

DATE OF BIRTH DOB  
Month Day Year

RESIDENCE OF PERSON FINGERPRINTED

**Complete signature of applicant**

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA  
CO920134Z

LEAVE BLANK

EMPLOYER AND ADDRESS:

POST - Dept of Law  
1300 Broadway, 9th Floor  
Denver CO 80203

FBI NO. FBI

CLASS



ARMED FORCES NO. MNU

REF.

REASON FINGERPRINTED:

Law Enforcement Licensing must be submitted by a Law Enforcement Agency 24-31-303(1)(F), CRS and 24-31-304(3) CRS

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

**THESE BLOCKS MUST BE COMPLETED TO PROCESS THE CARD**

**SEX - M or F only**

**RACE - Letters only (Pacific Islander-PI, Black-B, Indian-I, White or Hispanic-W)**

**HGT - Three digit numbers only (i.e. 6 foot 10 inches - 610)**

**WGT - Listed as two or three digits only**

**EYES - Blue-blu, Brown-bro, Black-blk, Green-grn, Hazel-haz**

**HAIR - Blond-bln, Brown-brn, Black-blk, Red-red**

**DOB - Must be in the order given - Month, Day and Year**

**POB - Must show city and state (Denver, CO)**

**Fill in all required areas of the card.**

**Fee for POST search is \$39.50. Payment in the form of a certified check or money order must be made out to CBI (Colorado Bureau of Investigation). No personal checks will be accepted.**

**For further questions, call the information line at 303-239-4680.**

1. R. THUMB

2. R. INDEX

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY