



COLORADO

Department of Revenue

Enforcement Division - Liquor & Tobacco

Physical Address:
1881 Pierce Street
Lakewood, CO 80214
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BULLETIN 18-09

REFERENCE: Colorado Applicant Background Services (CABS) program

DATE: October 24, 2018

Colorado Liquor Enforcement Division

Dear Liquor Applicants,

One step in the application process for a liquor license is for the owners/manager to submit fingerprints to the Colorado Bureau of Investigation (CBI) for a background check. Until now applicants had to have a law enforcement agency take the fingerprints at their police department or sheriff's office, which the applicant would include in their application for a liquor license.

In 2017, the law was changed to allow third-party vendors to submit applicants' fingerprints electronically to CBI for efficient processing. Therefore, starting November 1, 2018, all applicants must use the third-party vendor in order to submit fingerprints for a liquor license background check.

What does that mean to you?

If you are applying for a retail liquor license (i.e., tavern, hotel and restaurant, beer and wine, etc.), contact your local licensing authority for directions and information.

If you are applying for a state-only license (i.e., manufacturer, wholesaler, importer, etc.)_you will need to submit your fingerprints using a third-party vendor. Applicants will be required to pre-enroll and schedule an appointment to have their fingerprints taken and submitted electronically to CBI for processing using the Identogo website. If you are an out of state applicant or licensee, please submit hard fingerprint cards to Identogo by following their online instructions below.

The Liquor Enforcement Division will not accept physical fingerprint cards starting November 1, 2018.

VENDORS:

The two vendors are as follows:

- ❖ Identogo - <https://uenroll.identogo.com/workflows/25YQHT>
Appointment Scheduling Website: <https://uenroll.identogo.com/workflows/25YQHT>
Phone: (844)539-5539 (toll-free)
Identogo FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

- ❖ Colorado Fingerprinting by American BioIdentity – Details to be announced

FEES:

The vendor service fee is \$10.00 per card/transmission.

State issued licenses fingerprint fee is \$39.50.

Locally issued licenses fingerprint fee is \$38.50. Please contact the local licensing authority to obtain their unique identification code for submitting fingerprints.

INSTRUCTIONS:

Type information or print legibly in **BLACK** ink.

All fingerprint cards must be filled out completely with the following information in the corresponding fields:

- Name, Date of Birth, Place of Birth, Sex, Race, Height, Weight, Eye Color, and Hair Color (Please use three letters abbreviations for eyes and hair — Ex: Brown = Bro, Blue = Blu)
- CTZ — Fee (Amount listed at the top of the page) must be paid by Money Order or other Certified Funds Check. (Make check payable to Colorado Bureau of Investigation.) Personal checks are not accepted.
- State Liquor License IdentGO Registration number **-25YQHT** - State issued license – Department of Revenue, Liquor Enforcement Division –**ORI: CO0301100 (This is for state-only licenses)**
- Employer and Address —

State issued license — Department of Revenue Liquor Enforcement 1881 Pierce St, Suite 108 Lakewood, CO 80214.

A **Local** license issued by the municipality - Use the address of the local Law Enforcement Agency.

- Reason Fingerprinted — Liquor License CRS 44-3-307

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)

If you don't have access to the Internet, you can schedule an appointment by calling **844.539.5539**

If you have any questions about this bulletin, please email us at dor_led@state.co.us