



CABS Quick Start Guide

Now that you have been issued your CBI Account, you are ready to start providing instructions to your applicants. The key value to get the applicant directly where they need to be in the pre-enrollment system is the service code or unique ID, based on which vendor they are enrolling with. The service code for IdentoGo and unique ID for Colorado Fingerprinting are attached to this packet of information on a separate page. Follow the steps below for completing the enrollment and fingerprinting process.

Determine which CBI approved vendor you will be using

IdentoGo

1. Enroll online with your service code at <https://uenroll.identogo.com/> **or** through the IdentoGo call center at 844-539-5539.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. IdentoGo will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

Colorado Fingerprinting

1. Enroll online with your unique ID at www.coloradofingerprinting.com **or** through the Colorado Fingerprinting call center at 833-224-2227.
2. Show up to your selected appointment time with approved identification to get fingerprinted.
3. Colorado Fingerprinting will submit your prints to CBI.
4. Results will be sent to the appropriate agency or individual.

If your applicant is from out-of-state

IdentoGo

1. Pre-enroll for cardscan submission at <https://uenroll.identogo.com/> All fees will be collected during the pre-enrollment process. A confirmation page will be provided once registration is complete.
2. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided on the confirmation page. **DO NOT MAIL TO CBI.**

Colorado Fingerprinting

1. Register online as an “out-of-state” applicant at www.coloradofingerprinting.com You can choose to pay online with a credit card **or** send a money order with your fingerprint card.
2. Mail your fingerprint card (and money order if applicable) to 110 16th St, 8th Floor, Denver, CO 80202. **DO NOT MAIL TO CBI.**

*** In the rare event that your applicant’s prints are rejected for print quality, the system automatically notifies the applicant via email or phone with automated links to reschedule an appointment at no charge.

That is all there is to it! It might be a good idea to review the FAQ document in this packet. If you have further questions on the CABS program, or have issues with your account number call CBI at 303-239-4208.