**Fingerprint Instructions**

CBI (Colorado Bureau of Investigation) is no longer accepting fingerprint cards. Applicants will need to go to the website noted below and enroll prior to scheduling an appointment to have their prints taken via LiveScan (digital/electronic fingerprinting.)

The website to look for the closest site is:  [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com)

During the process, it will ask you to

* Enter your unique service code:  6 1 4 3 D C L I (capital I, not the number 1)
* Locate an Enrollment Center (there are several in the Colorado Springs area)
* Schedule or Manage an Appointment – follow instructions
* CBI Account Number = CONCJ6143 or Kairos Family Services, LLC in Colorado Springs
* Kairos’ License #:  1724901
* Keep following the prompts, etc.

Each set of prints will cost $39.50 plus a $10 service fee for every person in the household over the age of 18, but they do not take personal checks.  They will take credit cards or money orders, etc.

Looking forward to working with you!!

For the Colorado Trails form, only one form is needed for a couple and both need to sign it.