Fingerprint Process
Notice to Applicant

Denver Department of Licensing & Consumer Protection

Section 1 – Purpose

This document establishes the applicant's duty to inform all individuals who must submit fingerprints for a background check of the process, requirements, and timelines outlined herein. The applicant is responsible for ensuring that each required individual receives the Notice to Applicant as issued by the Denver Department of Licensing & Consumer Protection.

Section 1A – Business Entity Information

Please complete all fields below for the business entity to which this application pertains.

Business Entity Name:

Business Address (Street):

City, State, ZIP Code:

Section 2 – Who Must Complete This Process

The fingerprint process and the Notice to Applicant must be provided to each of the following individuals associated with the business entity:

- All owners of the business entity
- All officers and directors
- All members and shareholders who own ten percent (10%) or more of the business entity

Section 3 – Process & Timeline

The fingerprint process proceeds in the following order:

1. The Notice to Applicant must be submitted at the time of the license application.
2. Once the application has been processed and all fees have been paid, the Denver Department of Licensing and Consumer Protection will email the applicant the codes needed to obtain fingerprints.
3. The same code can be used for every individual listed on the application. This code informs CBI where to send the background check results.
4. Fingerprint processing takes approximately ten (10) to fifteen (15) business days.
5. If fingerprints have not been completed, the application will not be processed and the license will not be issued.

Section 4 – Applicant Acknowledgment

By signing this document, the applicant or authorized representative acknowledges, accepts, and assumes full responsibility for each of the following obligations:

1. Distributing the Notice to Applicant to all required individuals — including all owners, officers, directors, and all members or shareholders who own ten percent (10%) or more of the business entity.
2. Ensuring that each such individual understands the fingerprint submission process, applicable timelines, and all requirements described herein.
3. Ensuring the Notice to Applicant is submitted at the time the licensing application is filed.
4. Understanding that failure to complete the fingerprint process for any required individual will delay or permanently prevent the processing of the application.

Section 5 – Signature

IMPORTANT: This document must be signed by the applicant or authorized representative. One (1) signed copy is required per application.

Legal Signature of Owner / Authorized Party:

Printed Legal Name: **Date:**

Title / Role: (e.g., Owner, Officer, Director, Member, Shareholder)

Section 6 – Official Notice to Applicants

Provide the following page to all required individuals.

NOTICE TO APPLICANTS

As an applicant for a license requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation,

YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.
Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from CBI's website at https://cbi.colorado.gov/.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at https://www.fbi.gov/.

The U.S. Department of Justice Order 556-73 establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)? Only you can request a copy of your own Identification Record.

How to Request a Copy of Your Record
The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: Submit your request directly to the FBI.

Option 2: Submit to an FBI-approved Channeler, which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.