

Northern Colorado Fingerprinting Applicant Registration Instructions

The following are step by step instructions to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.

1. **Website** - Please visit <https://abiadmin.complio.com/> to begin (smartphone and tablet friendly)
2. **Create Account** - Click the "Create an Account" button to begin the registration process.



3. **Enter Information** - Carefully enter all of your information. Fields with asterisks (*) are required. Please note for your username you can choose anything that is available including your email address.

Create an account Spanish

Please fill the form below to create an account. The items with * are required.

Personal Information

First Name:* Middle Name:* If you don't have a midd Last Name:* Enter Suffix if Applicable

I don't have a Middle Name.

Do you have an SSN?:* Yes No Social Security Number:*

I have an Alias or Maiden name

Gender:* --Select-- Date of Birth:* mm/dd/yyyy Preferred Communication Language: English (Inglés)

Contact Information

Primary Email:* Confirm Primary Email:*

Secondary Email: Confirm Secondary Email:

Address:*

Country:* --Select-- State:* --Select-- City:*

Zip Code:*

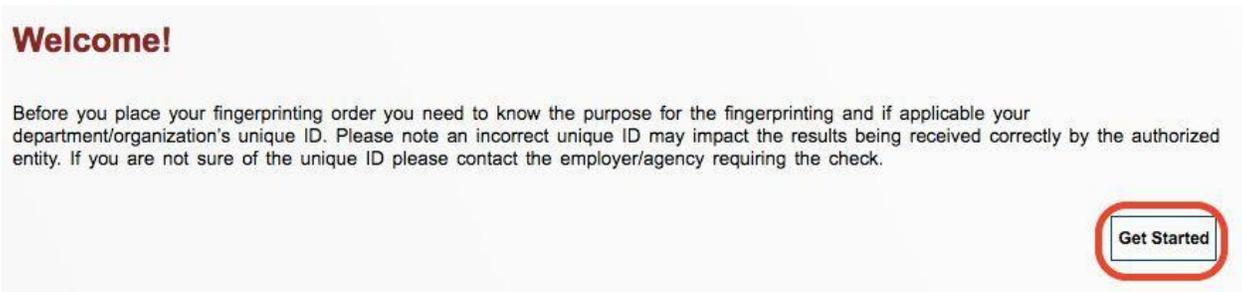
Primary Phone:* () _ _ - _ _ Secondary Phone: () _ _ - _ _

Account Information

Username:*

Password:* Confirm Password:*

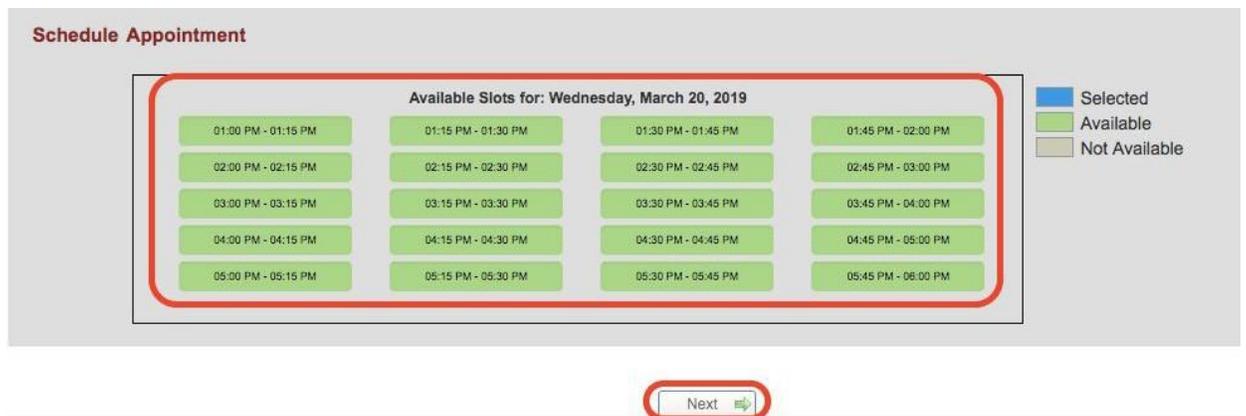
4. **Start Ordering Process** - After successfully creating an account click the “Get Started” button to start the ordering process.



5. **Event Code** - For location select “I have an event code”, enter your event code which is **XXX XX XXXXX XX XX** and click “Proceed”.



6. **Appointment** - Select one of the available appointment slots and click “Next” to proceed.



7. **CBI Unique ID** - Enter the CBI Unique ID for your institution and click “Next”. The CBI Unique ID for your institution is **XXXXXX**.

Order Selections

Colorado Fingerprinting Package (CBI Fingerprint Process)

CBI Unique ID :*

If you do not have a Unique ID, please contact your Licensing Agency or Employer. Incorrect ID may be declined by your

Previous Next

8. **Billing Code** - Enter the billing code for your institution and click “Next”. The billing code for your institution is **XXXXXXXXXX**.

CBI Unique ID :

If you do not have a Unique ID, please contact your Licensing Agency or Employer. Incorrect ID may be declined by you

Billing Code:

If you have a Billing Code please enter here.

Previous Next

9. **Verify Personal Information** - Verify the personal information entered from the account creation to ensure it is correct. Make any changes as needed and click “Next”.

Personal Information

First Name:* David Middle Name:* K Last Name:* Tester

I don't have a Middle Name.

Do you have an SSN?:* Yes No Social Security Number:* 111-55-7777

I have an Alias or Maiden name

Gender:* Female Date of Birth:* 07/04/1976 Preferred Communication Language: English (Inglés)

Phone:* (720)-292-2722 Secondary Phone: () - -

Email: hmdaverf99@gmail.com Secondary Email: Confirm Secondary Email:

You can edit your email address by clicking Edit Profile on your dashboard.

Address:* 110 16th St

Country:* UNITED STATES of AMERICA State:* COLORADO City:* Denver

Zip Code:* 80202

Text Message Notifications

Receive Text Notification: Yes No Cellular Phone Number:* (720)-292-2722

10. **Fingerprinting Information** - Add the information needed for fingerprinting. Fields with asterisks (*) are required. Double check your information and click “Next” to proceed.

Information for Finger Printing

- Please provide all requested information.
- **Bold *** lettering indicates required information.
- Omitting or providing false information may be cause for disqualification.

Place Of Birth (Country)* --Select-- Place Of Birth (State)* --Select-- Citizenship* --Select--

Race* --Select-- Eye Color* --Select-- Hair Color* --Select--

Height Feet* --Select-- Height Inches* --Select-- Weight*

Service Details

• Please make sure to confirm your institution or department about your Unique ID.

Reason Fingerprinted	VENDOR CERTIFICATION PF	CBI Unique ID	0151VCP1	Daycare License #	
AcctNam (Literal)	AMERICAN BIOIDENTITY DB	AcctAdr	110 16TH ST 8TH FLOOR	AcctCity	DENVER
ACCTSTA	CO	AcctZip	80202	Reason Fingerprinted Colorado Revised Statute (C.R.S.)	VENDOR CERTIFICATION PF
Total Fee(\$)	49.5				

11. Double Check and Agreement - Double check all of your information to ensure it is correct. Click the checkbox to agree with the privacy statement and click “Next”.

Name:	CSHA	Appointment Time:	03/20/2019 (01:15 PM - 01:30 PM)
Description:	Massage Therapy		

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

A valid State ID Card (or outlying possession of the US with seal or logo from State Agency, Federal ID Card with seal or logo from Federal Agency, Commercial Driver's license permit issued by State or outlying possession of the U.S., Commercial Driver's license issued by a State or outlying possession of the U.S., paper/temporary Driver's License issued by State or outlying possession of the U.S., valid U.S. passport, foreign passport, passport book/card, valid U.S. military identification card, permanent resident card/green card (I-551), enhanced tribal card (ETC).

I have read the Privacy Act Statement and accept it.

12. Last Chance to Change Information - You will receive a warning that this is your last chance to double check your information. After double checking your information click “OK” to proceed.

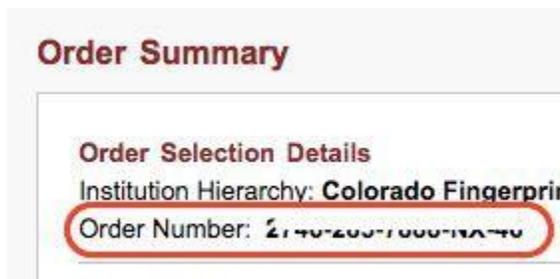
abi.complio.com says

You will not be able to edit any information for this order after proceeding – MAKE SURE YOUR INFORMATION IS CORRECT. Have you reviewed all your information?

13. Summary and Submit - You will receive a summary for your order, click “Next” to submit your order.



14. Order ID - You will receive your order ID on the screen plus it will be emailed to you and texted to you if you opted in to receive text notifications. Provide the order ID along with a valid Govt. issued photo ID to the fingerprint tech when you have your fingerprints taken.



Onsite Event - Please bring the following when you go to the location to have your fingerprints taken.

- **Order ID** - Please make sure to bring in the order ID from the fingerprint registration.
- **Govt. Issued Photo ID** - Please make sure to bring a valid photo ID which can be one of the following:
 - Valid Driver's License - Issued by Colorado or another State.
 - Valid Identification Card - Issued by Colorado or another State.
 - Federal ID Card - With seal or logo from Federal Agency.
 - Valid Commercial Drivers License - Issued by Colorado or another State.
 - Valid U.S. Passport
 - Valid Foreign Passport
 - Valid Passport Book/Card
 - Valid U.S. Military Identification Card
 - Permanent Resident Card/Green Card
 - Enhanced Tribal Card