



To whom it my concern:

As part of Goodwill of Colorado's employment eligibility process, you are authorizing Goodwill to obtain a fingerprint report. This report will provide Goodwill with a Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) report. The purposes of requesting a fingerprint background check on our applicants is to check their criminal history records with the CBI and the FBI. This information will **only** be used in determining the eligibility of your future employment opportunity with Goodwill.

If you wish to challenge the accuracy of the information provided to Goodwill from the CBI, please contact the CBI:

Colorado Bureau of Investigation

690 Kipling Street, Suite 3000

Denver, CO 80215-5825

(303) 239-4208

www.colorado.gov/pacific/cbi/identification-faqs

If you wish to challenge the CBI's findings, Goodwill's Human Resources Team will provide you with a free copy of your fingerprint report, upon your written request. If you wish to request your own report visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. Please note, there is a charge with the FBI for this request. **If you are going to challenge the CBI or the FBI report, please note Goodwill has a 5-business day challenge period. After the 5-business day challenge period your employment offer can be rescinded, due to the background information provided to Goodwill from the CBI and the FBI.**

Thank you

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

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.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- **You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.**²
- **You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.**
- **You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.**
- **If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.**
- **If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**
- **You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.**³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- **Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²**
- **Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.**
- **Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).**
- **Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.**
- **Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repararlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.**
- **Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)**
- **Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³**

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

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://abi.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.

Welcome!

Before you place your fingerprinting order you need to know the purpose for the fingerprinting and if applicable your department/organization's unique ID. Please note an incorrect unique ID may impact the results being received correctly by the authorized entity. If you are not sure of the unique ID please contact the employer/agency requiring the check.

Get Started

- 5. Location** - Search for and choose the location that is most convenient for you.

Find Location

Enter Zip Code:

Page Size 20 Item(s) in 1 page(s)

Name	Address	Description	
<input checked="" type="radio"/> Colorado Fingerprinting Downtown	110 16th St Mall, 110 16th St Mall, Denver, CO 80202, USA	Petroleum Building Southern End of 16th St Mall on the 8th Floor	Images

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

Available Slots for: Thursday, April 4, 2019

Calendar: April 2019 (Thursday, April 4, 2019 is selected)

08:00 AM - 08:10 AM	08:10 AM - 08:20 AM
08:40 AM - 08:50 AM	08:50 AM - 09:00 AM
09:20 AM - 09:30 AM	09:30 AM - 09:40 AM
10:00 AM - 10:10 AM	10:10 AM - 10:20 AM
10:40 AM - 10:50 AM	10:50 AM - 11:00 AM
11:20 AM - 11:30 AM	11:30 AM - 11:40 AM
12:00 PM - 12:10 PM	12:10 PM - 12:20 PM
12:40 PM - 12:50 PM	12:50 PM - 01:00 PM

7. **CBI Unique ID** - Enter the **CBI Unique ID** and **Billing Code** for your institution and click “Next”.

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

8. **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

9. **Fingerprinting Information** - Add the information needed for fingerprinting. Fields with asterisks (*) are required. Double check your information and click “Next” to proceed. **If the daycare license # is required, please contact your employer for the correct number.**

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	0151VCPI	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				

Previous Next

Cancel

10. 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		

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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.

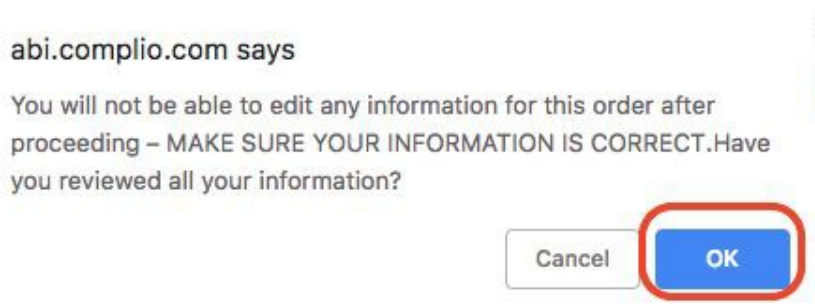
A valid State ID Card (or outlying possession of the US with seal or logo from State Agency, Federal ID Card with seal or logo from Federal Agency, Commercial Driver's license permit issued by State or outlying possession of the U.S., Commercial Driver's license issued by a State or outlying possession 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.

Previous Next

Cancel

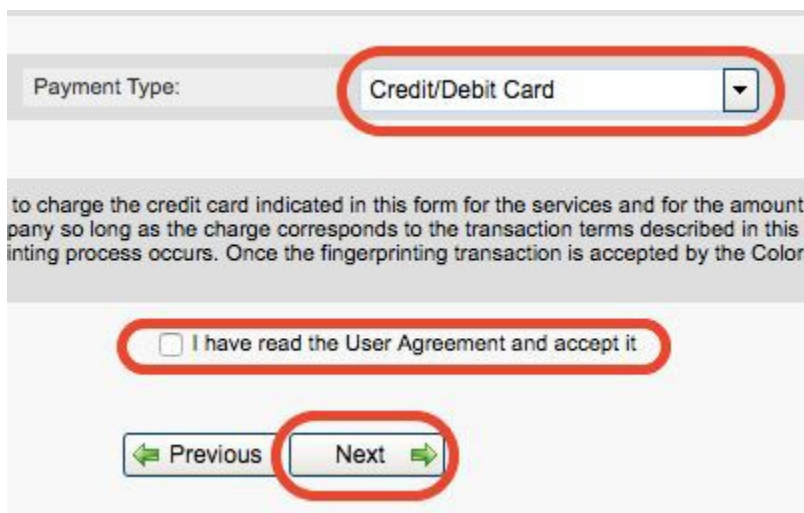
11. Last Chance to Change Information - You will receive a warning that this is your last chance to double check your information. After double checking your information click “OK” to proceed.



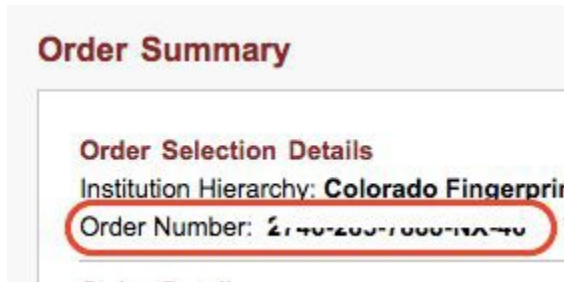
12. Summary and Submit - You will receive a summary for your order, click “Next” to submit your order.



13. Payment - Discover Goodwill will pay for this service. If you receive a screen such as this, you did not enter the billing information correctly and will need to go back to 'Step 3'.



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.



Fingerprinting - 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

Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - You will register through the online Enrollment Center at <https://abi.complio.com/>.
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:

CBI Unique Code:
0899TRAI

**Reason Fingerprinted: FBI-Colorado
VECHS Program-NCPA/VCA**

**VECH-Employee and Passenger
Transport Drivers 40-10 1-110**

**Billing Code: Contact your
Hiring Manager**

4. **Payment** - Pay by credit card, money order or enter your organization's billing code as instructed.
5. **Confirmation** - You receive an appointment confirmation with your Order Number by text and by email.
6. **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport)**. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results** - The results are returned to CBI authorized agencies.
8. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us 720-292-2722, toll free 833-224-2227 or email info@coloradofingerprinting.com if you have any questions or need assistance.