



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 purpose 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.

For a challenge of Colorado state CHRI an subject of a record can do a record challenge at Colorado Bureau of Investigation. (For information on this procedure go to the website, <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/identity-theft-and-mis-identification>). You can also take your dispute directly to the arresting agency. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.

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 when requesting a copy of your report. **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 After the 5-business day challenge period your employment offer can be rescinded, due to the background information provided to Goodwill by the CBI and the FBI.**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. 92544, 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 Next Page 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. 92544, 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-summarychecks> 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).

See Next Page for Spanish translation.

Updated 11/6/2019

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 repasarlo 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](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).

Actualizado 6/11/2019

Colorado Fingerprinting Applicant Registration Instructions

Fingerprinting appointments are required. 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** - Visit the website <https://abi.cabiond.com/> and click "Create Account" to begin.

New to Fingerprinting? [Create an Account and Proceed](#) English ▾

- 2. Account Creation: Step 1** - Enter your first name, middle name (if applicable), last name, suffix (if applicable), gender, DOB & preferred communication language. Once you have verified all of your information is correct, click "Next".

Create an Account

Please fill the form below to create an account

1 — 2 — 3
Personal Information Contact Information Account Information

Personal Information

First Name *	Middle Name *
<input type="text"/>	<input type="text" value="If you don't have a middle name, check the box below."/>
	<input type="checkbox"/> I don't have a Middle Name.
Last Name *	Suffix (Optional)
<input type="text"/>	<input type="text" value="--Select--"/>
<input type="checkbox"/> I have an Alias, Maiden name and/or a proposed legal name change	
Gender *	Date of Birth *
<input type="text" value="--Select--"/>	<input type="text" value="mm/dd/yyyy"/>
Preferred Communication Language	
<input type="text" value="--Select--"/>	

Step 1 of 3

- 3. Account Creation: Step 2** - Enter your primary email address **which should be your own personal email address** and is very important for notifications and

status on your fingerprinting. Confirm your primary email address, enter your address & phone number. After verifying your information is correct click “Next”.

Create an Account

Please fill the form below to create an account



Contact Information

Primary Email *	Confirm Primary Email *
<input type="text"/>	<input type="text"/>
Add Secondary Email (Optional)	
Address *	Country *
<input type="text"/>	<input type="text" value="--Select--"/>
State *	City *
<input type="text" value="--Select--"/>	<input type="text"/>
Zip Code *	Primary Phone Number * <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
Secondary Phone Number (Optional) <input type="checkbox"/>	
<input type="text"/>	

Step 2 of 3

- 4. Account Creation: Step 3** - Enter a user name, which can be your email address, create a password (the requirements are below), confirm your password and click “Create an Account”.

Create an Account

Please fill the form below to create an account



Personal Information Contact Information **Account Information**

Account Information

Username *

Check

Password *

Confirm Password *

Your Password must meet the following requirements

- Should not have blank spaces.
- Should have 8 to 15 characters.
- Should have at least one digit [0-9]
- Should have at least one capital letter [A-Z]
- Choose at least one of the listed special characters [@ # % ^ _ + ~ \ ' : / , () [] -]

Step 3 of 3

Previous

Create an Account

Cancel

5. **Place Order** - If you have placed an order previously, your order history will be displayed. To place a new order, click "Place New Order".

Order History

View Documents

Place New Order

Order Number	Order Date	Location	Order Status	Appointment S...	Services	Amount	Action
							▲ ▼
◀ ◁ ▷ ▶							0 - 0 of 0 items

6. **Order Options** - Choose "Fingerprint Location" if you are visiting a fingerprint location - search by your zip code for the locations closest to you. Choose the location most convenient for you and click "Next". If you are not able to visit a fingerprint location select "Mail Fingerprint Card" and click "Next" & skip to step 8.

Order Options

Welcome, please select which order option you want to create

Fingerprint Location

At a Colorado Fingerprinting Sites

Event Code

Onsite Fingerprinting

Mail Fingerprint Card

Unable to Visit a Colorado Fingerprinting Location

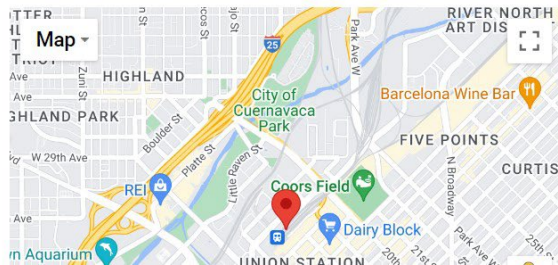
You can also search zip code or choose from the map.

Enter Zip Code *

80202



Next



Location	Description	Images
<input type="radio"/> NewLocation_ME_1222 1925 Larimer St, Denver, CO 80202, USA	Test description	Images
<input type="radio"/> Test KM Location 221222 110 16th St Mall, Denver, CO 80202, USA	DESC KM LOC FOR FINGERPRINTING 22DEC22	Images

7. **Schedule Appointment** - The available days for the location selected will be displayed. Select the day you wish to get fingerprinted and the available times will be displayed. Select the time slot and click "Next".

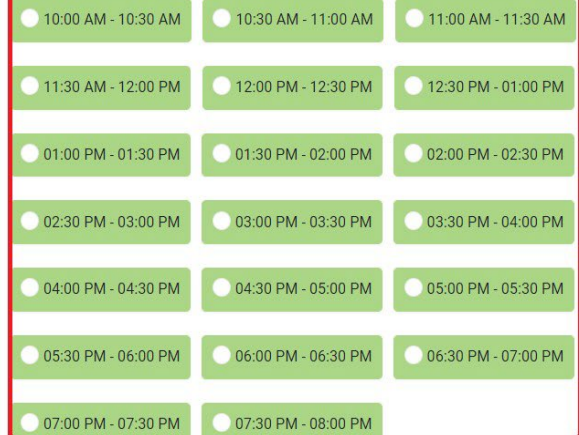
Schedule Appointment

Pick a time slot that works for you from the available dates.



Selected Available Not Available

Available slots for: Tuesday, Jan 24, 2023



Step 2 of 9

Previous

Next

Cancel

8. **Billing Code** - Select "Yes" that you do have a billing code and enter the billing code. The billing code for your institution is **5423DGWEmp**

Billing Code

Please select billing code option.

Do you have a Billing Code?

Yes No

Enter Billing Code *

Step 3 of 9

Previous

Next

Cancel

- 9. Service Type** - The Service Type & CBI Unique ID associated with the billing code for your institution will be displayed. Just click "Next" on the next two screens to proceed.

Service Types

Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted.

CABS

Colorado Bureau of Investigation (CBI) fingerprint processing for licensure/employment in Colorado. Order if instructed by your employer or licensing agency and you have the CBI unique ID. If you are not sure of the CBI unique ID, you can use the lookup tool but if you are not sure contact your agency/employer for assistance.

Step 4 of 9

Previous

Next

Cancel

Service Types

Please select the options for the service you require. If you are not sure which service you need please consult with the agency/employer that requested you get fingerprinted.

Why do you need to get fingerprinted?

CABS

Enter CBI Unique ID *

5876VECI

Step 4 of 9

Previous

Next

Cancel

- 10. Personal Information** - Your personal information from when you created your account will be displayed. If your SSN is required for the specific service you will be required to enter your SSN. **Double check all of your information to make**

sure it is correct. Click “Edit Profile” to make any changes/corrections. After verifying your information is correct click “Next”.

Profile Details [Edit Profile](#)

First Name:	John	Middle Name:	
Last Name:	Smith	Primary Email:	testmanc88@gmail.com
Gender:	Female	Secondary Email:	-
Date of Birth:	7/4/1976	Primary Phone:	(720)-292-2722
Preferred Communication Language:	English (Inglés)	Secondary Phone:	
Social Security Number:		Address:	110 16th St Denver, COLORADO 80223, UNITED STATES of AMERICA


Step 5 of 9

[Previous](#) [Next](#) [Cancel](#)

11.DOB Confirmation - You need to enter your DOB and if applicable the last four of your SSN to proceed. The DOB and last four digits of your SSN must match what was entered for your profile.

Confirm your Date of Birth ×

Date of Birth

mm/dd/yyyy 

[Cancel](#) [Confirm](#)

12.Fingerprint Information - Enter the information needed for fingerprinting which includes your place of birth (country/state), citizenship, race, eye color, hair color, height & weight. If the daycare license number is required for your institution you will need to enter your institution’s daycare license number.

Personal Details

Place of Birth (Country):*	Place of Birth (State):*
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>
Citizenship:*	Race:*
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>
Eye Color:*	Hair Color:*
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>
Height (ft):*	Height (in):*
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>
Weight (lbs):*	
<input type="text" value="Please enter value."/>	

Service Details

CBI Unique ID:

Reason Fingerprinted:

Reason Fingerprinted:

Colorado Revised Statute (C.R.S.):

Total Fee:

AcctNam (Literal):

AcctAdr:

AcctCty:

AcctSta:

AcctZip:

Daycare License#*

Step 6 of 9

13. Review and Privacy Act Statement - This is your last change to review your information and ensure it is correct. Scroll to the bottom and click the acknowledgement that you have read the privacy act statement. Click "Next" to proceed.

Privacy Act Statement

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

I have read the Privacy Act Statement and Accept it.

Step 7 of 9

14. Order Summary - You will see a summary of your order. If there is a balance you will need to pay the balance with a credit card, otherwise just click "Finish".

Payment Details

Please select your preferred method of payment to complete your order.

Order Summary

Service Name	Base Price	Unit	Unit Price	Net Price	Paid by Institution	Paid by Applicant
CABS	\$54.50	NA	NA	\$54.50	\$54.50	\$0.00

Sub Total: \$0.00
Total: \$0.00

Balance Amount: \$0.00

[Previous](#) [Finish](#) [Cancel](#)

15. Order Confirmation - Your confirmation page will be displayed with your order number which will also be emailed to your email address.

✔ Your order is created successfully.

Order Confirmation

Congratulations, Your order is confirmed.

Thank you for your order!
An email confirmation has been sent to davidtestbradley@cfp.com

Order Summary [Print Order](#)

Order Details

Order Number: [1091-285-4702-36-148](#) Order Date: 1/23/2023

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

Rejections - In the event your fingerprints are rejected by either the CBI or FBI, you will receive a notification by email and text if you opted for receiving text messages. **DO**

NOT PLACE A NEW ORDER if your fingerprints are rejected, you will “reschedule an appointment” under the existing order.

Mail Fingerprint Card - If you selected mail fingerprint card if you are unable to physically visit a fingerprint location. The following are the next steps in the process.

- 1. FD-258 Fingerprint Card** - You must have your fingerprints taken on FD-258 fingerprint cards. You can typically do this at local law enforcement or any private agency qualified to take fingerprints. We recommend obtaining two (2) fingerprint cards. The cards need to be signed by both you and the official taking fingerprints and all personally identifiable information must be completed.
- 2. Confirmation** - At the end of the enrollment process please print your confirmation receipt with your order number.
- 3. Mail** - Mail all items listed above to:

**Colorado Fingerprinting
Attn: CABS Fingerprint Processing
110 16th St 8th Floor
Denver CO 80202**

Once your request has been received it will be processed within 3-5 business days.

Contact - Please contact us if you have any questions or for assistance.

Phone: 833-224-2227

Email: info@coloradofingerprinting.com

Website: www.coloradofingerprinting.com

Applicant Account Login: <https://abi.cabiond.com>