

Fingerprinting Instructions for Liquor Licensees

1. Log onto <https://uenroll.identogo.com/>
2. Enter **the service code 25YQ6K**.
3. From there you can schedule or manage an appointment, find out what you need to bring to the appointment, locate an Identogo facility near you, and how to submit a fingerprint card by mail (for out of state applicants).
4. When scheduling an appointment, you will need to enter a CBI account number. Thornton's account number is **CONCJ6177**.
5. The \$38.50 fingerprinting fee will be collected by Identogo as well as a rolling fee of \$10 from the applicant via credit/debit, money order or business check at the time of fingerprinting.
6. The applicant will be provided a system generated receipt to give to the Agenda and Licensing Coordinator of the City.
7. Results will be posted via CBI's Secure Document Delivery System (SDDS) to the City of Thornton's Police Department account.