

## Fingerprinting Instructions for Liquor Licensees

1. Log onto [www.colorado.gov/pacific/cbi/employment-background-checks](http://www.colorado.gov/pacific/cbi/employment-background-checks)
2. Scroll down and click on Liquor License
3. Click on Local (City/County) Liquor Licensure – **the service code is 25YQ6K**. This will take you to the Identogo site. Make sure the applicant knows that code may be required when scheduling an appointment
4. 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).
5. When scheduling an appointment, you will need to enter a CBI account number. Thornton's account number is **CONCJ6177**.
6. 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.
7. The applicant will be provided a system generated receipt to give to the Agenda and Licensing Coordinator of the City.
8. Results will be posted via CBI's Secure Document Delivery System (SDDS) to the City of Thornton's Police Department account.