

In conjunction with the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI), the Colorado Department of Education's Office of Educator Preparation and Licensure recently conducted an audit of fingerprint and background files. We have thoroughly reviewed the audit findings, and as audits often reveal deficiencies, we have confirmed that a number of individuals' records in our databases are incomplete/insufficient and that their online background statuses are not properly reflected.

Unfortunately you are among this group and while **you may have submitted** a set of fingerprints years ago for licensure purposes, **CDE does not have criminal history results** from both the CBI and the FBI from any earlier fingerprint submission(s). Because we need to have these reports in order to be in compliance with statute, the attorney general's office has confirmed that you will indeed need to submit to CBI a new set of fingerprints for this purpose. CBI/FBI is unable to resend any previously submitted results to CDE without the submission of a new set of fingerprints.

This is a requirement per current state statute (CRS 22-60.5-103(1)(a)): "...The applicant shall submit the fingerprints for the purpose of obtaining a fingerprint-based criminal history record check through the Colorado Bureau of Investigation and the Federal Bureau of Investigation to determine whether the application for licensure or authorization has a criminal history ..." [emphasis added].

Please refer to the following Web page – <http://www.cde.state.co.us/cdeprof/fingerprints> – for specifics regarding the fingerprint process, where to send a completed fingerprint card, acceptable methods of payment and other pertinent details.

While we recognize this comes at both inconvenience and cost, we thank you for your prompt attention to this matter. **This requirement must be met prior to the submission of any subsequent application with us. We recommend that you submit a set of fingerprints to the CBI within 90 days from the date of this letter and do not wait until you reapply with us as your current fingerprint status indicates that no fingerprint results are on file.**

Thank you for your attention to this matter.

Regards,

Fingerprint/Background Unit



P [303.866.6628](tel:303.866.6628)

6000 E Evans Ave #2-100, Denver CO 80222

CDElicensingBackgroundUnit@cde.state.co.us | www.cde.state.co.us