



**NOTICE CONCERNING REQUIREMENTS FOR  
NEW, UPGRADING & CONTROLLING APPRAISERS  
AND AMC OWNER APPLICANTS  
EFFECTIVE JULY 1, 2013**

**Date:** April 1, 2013

**To:** Education Providers, License Applicants & Interested Parties

**From:** The Colorado Division of Real Estate

Please be advised of the following requirements for all upgrading, new and controlling appraiser (CA) license candidates and any person with a greater than 10% ownership interest in an Appraisal Management Company (AMC):

**Who:** All candidates wishing to apply for a new Colorado appraiser’s license/certification, the upgrade of an existing license/certification (does NOT include assessor candidates), an AMC owner or a controlling appraiser credential.

**What:** Prior to submitting an application for the credentials listed above, each applicant shall submit a set of fingerprints to the Colorado bureau of investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing records of the Colorado bureau of investigation and the federal bureau of investigation. The applicant shall pay the fee established by the Colorado bureau of investigation for conducting the fingerprint-based criminal history record check to the bureau. Upon completion of the criminal history record check, the bureau shall forward the results to the Division of Real Estate. (12-61-706 (10) & 12-61-706.3 (3) C.R.S.)

**Cost:** At the time of this notice, the Colorado Bureau of Investigation (CBI) charges \$39.50 to conduct the criminal history check. The cost is subject to change. Contact the CBI to verify cost. The CBI phone number is 303-239- 4208. The CBI does not accept personal checks. Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted. Most providers of the fingerprinting services will charge a fee (in addition to the fee payable to CBI) that will vary depending on the method used.

Fingerprints and identification information is submitted to the Colorado Bureau of Investigation for the purpose of conducting a state and national criminal history record check. The CBI only conducts the records search; they do not perform the fingerprinting process. You must utilize one of the following methods for the fingerprinting process and communication of information to the CBI:

**Method 1:** Utilize an **electronic** transfer of fingerprint and identification information sent directly to the Colorado Bureau of Investigation (CBI). The CBI will then communicate the results to the Colorado Real Estate Commission. The providers listed below will collect the CBI fee and transmit the fingerprint data and identification information electronically. This process does not utilize a paper fingerprint card, however when you are asked by the person administrating the process, you will need to know the identification information described below in Item b. of the *Additional Information* section.

- **Arapahoe Community College**, 5900 South Santa Fe Drive, 2<sup>nd</sup> Floor, Room M-2600, Littleton, Colo. Phone: 303-797-5800. Hours: Monday – Thursday 8:00am – 5:00 pm and Friday 8:00am – 4:00pm. All forms of payment are accepted.
- **PSI (Psychological Services Incorporated)** at the following PSI facilities

DENVER AREA 12150 E Briarwood, Ste 125 Centennial, CO 80112	PUEBLO 803 West 4th Street, #803S Pueblo, CO 81003	GRAND JUNCTION 743 Horizon Court, #342 Grand Junction, CO 81506
DURANGO 799 East 3rd Street Durango, CO 81301	FORT COLLINS 404 N College Ave Fort Collins, CO 80524	COLORADO SPRINGS 5050 Edison Avenue, #121 Colorado Springs, CO 80907

For hours of operation and any other information, please visit PSI's website at [www.psiexams.com](http://www.psiexams.com) or call (800) 733-9267 between the hours of 6:00 AM and 6:00 PM.

**Method 2:** Use the fingerprint card # FD-258 and utilize an **electronic transfer of fingerprints onto the card**. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. You must complete all fields on the card. Afterward, you will need to either mail or deliver the completed card to the CBI along with the fee. The CBI will then communicate the results to the Colorado Real Estate Commission.

If you mail the card and fee, the address is: **Colorado Bureau of Investigation, 690 Kipling Street, Suite 3000, Denver, CO 80215.**

If you deliver the card and fee to the CBI, go to 690 Kipling Street. Hours of operation: 8:00am to 4:30pm, Monday through Friday. The CBI phone number is 303-239-4208 .The **CBI does not accept personal checks**. Payment can be made (payable to CBI) by Money Order, Cash, Visa, MasterCard, and Cashier Check. Company checks are also accepted.

The following County Sheriff departments will electronically transfer fingerprints onto the card. You will need to contact them for hours of operation and payment information:

Douglas County	Boulder County	Eagle County
Elbert County	Garfield County	Grand County
Gunnison County	Hinsdale County	Larimer County
Logan County	Moffat County	Ouray County
Pueblo County	Rio Grande County	Saguache County
Summit County	Weld County	

**Method 3:** Most police departments will utilize the **rolled ink** transfer of fingerprints onto card #FD-258. Call for hours of operations and cost. See Additional Information below for availability of card #FD-258. Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Afterward, you will need to either mail or deliver the completed card to CBI along with the fee. See Method 2 above for information on the location and hours of operation of the CBI. The CBI will then communicate the results to the Colorado Real Estate Commission. **This ink method can have the highest rate of failure due to lower quality of print characteristics.** If you choose this method it is recommended that it be performed by a law enforcement agency trained in the process.

**Additional Information:**

- a. If you utilize Method 2 and 3 above, be sure you know and fill out all of the information asked for in the spaces on the top portion of the fingerprint card, or the card will be rejected. You will need to also fill in the following spaces on the card with the information as follows:

EMPLOYER AND ADDRESS	REASON FINGERPRINTED	YOUR NO. OCA	ORI
Colorado Division of Real Estate 1560 Broadway, Ste.925 Denver, CO 80202	Appraiser 12-61-706 or AMC/Controlling Appraiser 12-61-706.3	CONCJ0800	COCBI0000 COLO B OF I Denver, CO

- b. The above methods produce varying degrees of quality of print characteristics and length of time involved in the records search. Information available at the time of this notice indicates that the electronic method of printing and transmittal with Arapahoe Community College has the highest degree of quality of print characteristics and transmittal.
- c. Applicants whose fingerprints are not readable due to low quality of print characteristics will be required to resubmit (for an additional fee) fingerprints that are readable.
- d. Be sure to sign the card, and have the person performing the printing process sign the card in the space titled: SIGNATURE OF OFFICIAL TAKING FINGERPRINTS.
- e. Blank Card Number FD-258 (REV. 5-11-99) is available at some real estate schools and at State Forms Center, 4200 Garfield Street, Denver CO 80216. Phone 303-370-2165. Hours of operation: Monday – Friday, 8:00 am – 4:00 pm. Cost: \$.25 cents.



John W. Hickenlooper  
Governor

Barbara J. Kelley  
Executive  
Director

## Notice to Applicants

As an applicant for a license requiring the submission of fingerprints to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI), your fingerprints will be submitted to these agencies to check both state and federal arrest records.

Discrepancies on your Colorado arrest record can be challenged and corrected by contacting the CBI at 690 Kipling St., Ste. 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available on the CBI's website at [www.cbi.state.co.us](http://www.cbi.state.co.us).

Discrepancies with records from the FBI or relating to another state may be challenged through the FBI. Information, including the information listed below, can be found on the FBI website at [www.fbi.gov](http://www.fbi.gov).

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI identification record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

### Who May Request a Copy of a CBI or FBI Arrest Record?

Only you can request a copy of your own identification record.

How to Request a Copy of Your Record:

The FBI offers two methods for requesting your FBI identification Record or proof that a record does not exist.

**Option 1:** Submit your request [directly to the FBI](#)

**Option 2:** Submit to an [FBI-approved Channeler](#), a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBI CJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

