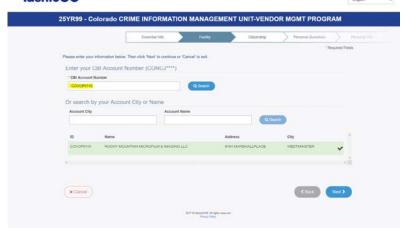


Directions for Completing Fingerprinting Enrollment

- 1. **Essential Info** Fill in all personal Information and click *Next*
- 2. Facility Enter COVCP0110 and click Search once you see our company name listed click Next



- 3. Citizenship Complete question and click Next
- **4. Personal Questions** Complete question and click *Next*Answer *No* to the question about the Coupon Code for Payment Sheila will give you a company check to pay for your fingerprinting:

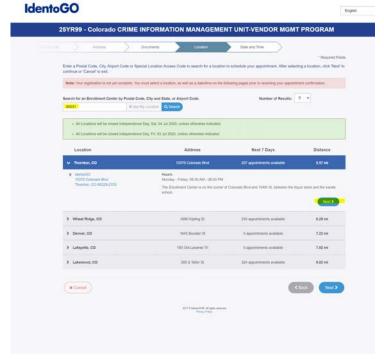


- 5. Personal Information Complete question and click Next
- 6. Address Enter Your personal address and click Next

7. **Documents** – select the identification documents you will be taking with you when you go in for fingerprinting

NOTE: You MUST take the documents you indicate with you to your fingerprinting appointment A typical CO driver's license is considered to be an **Enhanced Driver's License (EDL)** you should NOT select Commercial Drivers license unless you have a Class A or B CDL license.

8. Location – enter a City or Zip Code close to either the office or your home and hit search to bring up a list of available fingerprinting centers (The office zip code is **80031**) – click the *Next* button next to the center that is most convenient for you that has appointments available:



9. Date and Time – Select the date and time for your appointment from the available list and click Submit

Be sure to print your appointment confirmation. You will need to take your confirmation, the ID documents you indicated in step 7, and a payment check with you to your appointment. You can get the payment check from Sheila.