Within the first 2 weeks of class we recommend you get your finger printing done. It can take up to 30 days or more for it to process and you do not want to delay.

You can choose different options for getting your finger printing prior to taking your PSI Real Estate exam. We highly recommend that you use the PSI process, which may cost a little more than other choices, but is the easiest and less time consuming approach because the finger print images will be transmitted to the Central Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI). The results are returned to the Colorado Division of Real Estate.

Please follow the link below for more information:


PSI is very strict about the times they will do this. Do not show up late and hope they will accommodate you, they won't.

If you don't want to go through PSI, please follow the link on DORA for more information:

http://www.dora.state.co.us/real-estate/whatsnew/noticetoapplicants7-08-05.pdf

CBI states that if you want a fast process and elect to not use PSI, you must go somewhere that provides an electronic fingerprint and submits them electronically to CBI, otherwise it is taking months. The best electronic location in Denver that we know submits directly to CBI is:

Arapahoe Community College 5900 South Santa Fe Drive  
2nd Floor, Room M-2600 Littleton, CO  
Phone 303-797-5800

Hours – NOT WHAT THE DORA form shows, but these are up to date:

Monday-Thursday - 8am-5pm  
Friday - 8am-4pm

PLEASE CALL BEFORE YOU GO!

You are not required to have your finger prints done prior to taking your PSI exam but you are required to have them done prior to submitting your paperwork for your real estate license after passing the PSI Exam.

www.adreschool.com  
info@adreschool.com
NOTICE
CONCERNING REQUIREMENTS
FOR REAL ESTATE BROKER LICENSE APPLICANTS
EFFECTIVE AUGUST 9, 2005

Date: July 8, 2005
To: Real Estate Education Providers and Interested Parties
From: The Colorado Real Estate Commission

The following is important information regarding changes to the requirements for a real estate broker license:

Who: All applicants who apply for a broker license on and after August 9, 2005.

What: Effective August 9, 2005, prior to submitting an application for a license 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 real estate commission. (House Bill 05-1040 amending 12-61-103 (1) (b) (I) C.R.S.).

When: Beginning August 9, 2005 and within sufficient processing time prior to applying for a license.

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.

How: 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 administering 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, 2nd Floor, Room M-2600, Littleton, Colo. Phone: 303-797-5800. Hours: Monday – Thursday 7:00am – 7:00 pm and Friday 8:00am – 5:00pm. All forms of payment are accepted.

- PSI (Psychological Services Incorporated)

Effective September 2005, the following PSI facilities will offer electronic transfers of fingerprint and identification information directly to the Colorado Bureau of Investigation.

<table>
<thead>
<tr>
<th>DENVER AREA</th>
<th>PUEBLO</th>
<th>GRAND JUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12150 E Briarwood Suite 125 Centennial, CO 80112</td>
<td>803 West 4th Street, #803S Pueblo, CO 81003</td>
<td>743 Horizon Court, #342 Grand Junction, CO 81506</td>
</tr>
<tr>
<td>799 East 3rd Street Durango, CO 81301</td>
<td>FORT COLLINS 404 N College Ave Fort Collins, CO 80524</td>
<td>COLORADO SPRINGS 5050 Edison Avenue, #121 Colorado Springs, CO 80907</td>
</tr>
</tbody>
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For hours of operation and any other information, please visit PSI’s website at www.psiexams.com or call 1 800 733-9267 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. 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
- 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. 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 has the highest degree of quality of print characteristics and transmittal.

   **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.** Applications submitted to the Commission for which the results of a criminal history record check have not been received by the Commission will automatically be voided as incomplete, and the application fee paid will be non-refundable.

b. If you utilize Method 2 and 3 above, you must use Card Number FD-258 (REV. 5-11-99). Leave the identification information area of the fingerprint card blank until you are asked by the person administrating the process to furnish the information. Be sure you know all the information asked for in the spaces on the top portion of the fingerprint card, or the card will be rejected. (i.e. last name, first name, middle name, aliases, residence address, sex, race, height, weight, eye color, hair color, place of birth, date of birth, citizenship, social security number, armed forces number only if applicable, any miscellaneous identification number only if applicable, FBI number only if applicable). You will need to also fill in the following spaces on the card with the information as follows:

<table>
<thead>
<tr>
<th>EMPLOYER AND ADDRESS</th>
<th>REASON FINGERPRINTED</th>
<th>YOUR NO. OCA</th>
<th>ORI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado Real Estate Commission 1560 Broadway, Ste.925 Denver, CO 80202</td>
<td>Real Estate Broker 12-61-103 C.R.S.</td>
<td>CONCJ0800</td>
<td>COCBI0000 COLO B OF I Denver, CO</td>
</tr>
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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.**

c. 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.