



BACKGROUND CHECK PROCEDURES

BACKGROUND CHECKS

There are two background checks legally required by Colorado for camp staff and sponsors. Fingerprinting and Trails (Background Investigation Unit). For fingerprinting instructions, follow the directions below. For Trails instructions, skip to the next page and follow those directions. Unfortunately, Treasure Mountain is unable to pay for either fingerprinting or Trails. Thank you for your sacrifice for the work of Christ.

NEW FINGERPRINTING PROCESS FOR THE STATE OF COLORADO

"Following Senate Bill 17-189, the Colorado Bureau of Investigation is implementing a new, Statewide digital fingerprinting process known as CABS (Colorado Applicant Background Services)....CABS has been approved to replace the current paper-and-ink digital fingerprinting program that transmits fingerprints directly to CBI through a secure, online connection."

The Process:

1. Online Pre-registration and Appointment – Go to www.coloradofingerprinting.com and proceed to the second tab at the top of the screen labeled CABS.
2. Scroll down almost to the bottom and click on the red box that says “Applicants Click Here to Begin.”
3. This will direct you to a separate page where you will click on “create an account” at the top of the page to set up an account and complete the registration process. (If you are not taken directly to a separate page to set up your account, you can go directly to abi.complio.com which is the website for the account set up.)
4. Once you have your account set up, you will choose a location to get fingerprinted, get instructions, set up an appointment, and pay the requested FBI and CBI fee (around \$50-60).
*If you are an **out-of-state applicant**, please make sure to **read Number 8** when choosing a fingerprinting location and then **make sure to save** the address they give you to send your fingerprint card to.)
5. In the process of setting up your appointment, you will need to fill in the fingerprint information and service details. In the service details, you will be asked what your reason for fingerprinting is. Please select **CABS** and then select **Childcare Licensed 26-6-107**. You will also need Treasure Mountain Bible Camp CBI Unique ID # 0015DCLI and TMBC’s CDHS # 78359 (Daycare License #).



6. When you go in to get fingerprinted, you will need to bring in the 15-digit order number issued to you on page 8 when you registered online, TMBC's CBI unique ID # 0015DCLI, and a government-issued ID card, i.e.: driver's license, passport, military card. The fingerprinting process should take about 5-10 minutes.
7. Once you have been fingerprinted, you are done, and we at Treasure Mountain Bible Camp will receive your info through a secure results portal.
8. **Additional information for out-of-state-applicants** - Applicants will create an account and then select "out-of-state applicant" instead of choosing a CO fingerprinting location, write down the address to mail their fingerprinting card to, follow the instructions to set up their account, and pay for their order online.

Thank you for taking the time to complete this process and comply with the government.

TRAILS (BACKGROUND INVESTIGATION UNIT)

This process can take up to 30 days. So, please try to plan ahead. Follow the instructions on the Trails form.

Section A: Click the box for *Camp (Residential or Day)*. Next, please write Treasure Mountain Bible Camp in the Agency/Facility Name box. Once again, you will need TMBC's CDHS # 78359 and the camp's address (see fingerprinting instructions #5). For the requestor section, please use: Requestor: Jeremy Sheldon Phone #: 970-930-7859 Email: office.tmbc@gmail.com

Section B: This is where you put your personal information.

Section C: If you have not been married, click no in both boxes and skip the rest of this section. If you are married or have been, you will need to completely fill out this section.

Section D: If you answer no to **all** of the questions, skip this section. If you answer yes to any of the questions, please fill out this section.

Section E: This is the signature part. **You must sign this physically. DO NOT TYPE your signature.** Please make sure to date the form. Please refer to the instructions at the top of the Trails form for information about payment.