



BACKGROUND CHECK PROCEDURES

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. **Please read all the instructions carefully so that the results can be right the first time.** Unfortunately, Treasure Mountain is unable to pay for either fingerprinting or TRAILS. Thank you for your sacrifice for the work of Christ!

1. 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. (If you don't see it right away, look for three bars on the right hand side of the screen. Click these, and you should see the CABS option.)
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" under the red information box on the right hand side of the screen to set up an account and complete the registration process. If you have previously set up an account, you can use that login again. (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 see three red buttons at the top right of the screen. Please click on the button that says "place new order."
5. Next, you will choose a location to get fingerprinted and the date and time for your appointment. You will be asked if you have a billing code. Click on "no." The rest of this application will give you instructions, set up the appointment, and require you to pay the requested FBI and CBI fee (around \$50-60).
*If you are an **out-of-state applicant**, please make sure to **read Number 9** when choosing a fingerprinting location and then **make sure to save** the address they give you to send your fingerprint card to.)
6. 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. Select "CO Licensure/Employment CABS." Next, there will be a drop down list of options in alphabetical order. Please select **Childcare - Licensed 26-6-107**. (Be



careful to select Childcare - Licensed 26-6-107 not Childcare - Licensed Transfer 26-6-107.) You will also need Treasure Mountain Bible Camp **CBI Unique ID # 0015DCLI** here. The next page will be confirming or filling in profile details. Next, you will need to fill out the personal information and enter TMBC's **CDHS # 78359 (Daycare License #)** and TMBC's address:

Treasure Mountain Bible Camp
1700 Marble Quarry Rd.
Marble, CO 81623

7. 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.
8. Once you have been fingerprinted, you are done, and we at Treasure Mountain Bible Camp will receive your info through a secure results portal.
9. **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. Out-of-state applicants can mail fingerprints:

Colorado Bureau of Investigation
301 Kalamath St, STE 101
Denver, CO 80223

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

2. TRAILS (BACKGROUND INVESTIGATION UNIT)

The TRAILS department is no longer accepting paperwork forms. This means that the camp must receive your completed form and submit it to the department online. The background check process can take up to 30 days from the time that the camp turns the form in, so please try to plan ahead. Please follow these instructions for the [TRAILS form](#) **very** carefully.

Note: The TRAILS department has not yet updated their form after changing their requirements. So, the instructions on the first page of the form are not accurate.

IMPORTANT:

- This form must be TYPED, NOT HANDWRITTEN. Only the signature should be handwritten.
- Please scan and email your completed form to office.tmbc@gmail.com.
- A \$30 NONREFUNDABLE fee is required for each Trails abuse/neglect background check request. Unfortunately, Treasure Mountain is unable to pay for TRAILS. We will need you to pay the camp using [this form](#), and we will use that money to pay the TRAILS department when we submit your form online. Thank you for your sacrifice for the work of Christ!



Form Section Explanations:

Section A:

1. Click the box for *Camp (Residential or Day)*.
2. Next, please write Treasure Mountain Bible Camp in the Agency/Facility Name box.
3. You will need TMBC's CDHS # **78359** and the camp's address:
1700 Marble Quarry Rd.
Marble, CO 81623
4. 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.