



COLORADO DEPARTMENT OF EDUCATION

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William J. Moloney
Commissioner of Education

Dorothy Gotlieb
Deputy Commissioner

Name _____

From: Educator Licensing

SS# _____

Date: _____

Receipt _____

Re: Fingerprint Requirement

Your application has been received and is in process. However, the fingerprint requirement has not been met.** Your fingerprint card and fee must be submitted to the **Colorado Bureau of Investigation (CBI)**. Your license/authorization cannot be printed until CBI has received and processed your fingerprint card and fee.

You must:

1. Have a complete set of your fingerprints taken on the official CDE fingerprint card (enclosed) by a qualified law enforcement agency. A list of Colorado fingerprinting locations is attached.
2. Submit the following to the Colorado Bureau of Investigation:
 - Completed fingerprint card
 - Processing fee - **\$39.50** - money order or certified check only
 - Mail to:
 - Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215

Please submit your fingerprint card and fee to CBI as soon as possible, as delayed submittal will further delay the processing of your application. Complete information regarding how to complete the fingerprint card is enclosed. For more information regarding fingerprinting, please see our website: <http://www.cde.state.co.us/cdeprof/fingerprints.htm>

** If you have already submitted a fingerprint card to CBI for licensing purposes, please disregard this letter; you do not need to resubmit your fingerprints. Submitting a fingerprint card to your school district does not fulfill the fingerprint requirement for the Colorado Department of Education.