

# FINGERPRINTING INSTRUCTIONS

## Who

Fingerprints are required for each individual owner, each partner, each corporate officer or director, each shareholder having 10% or more interest in the business, each individual lending more than \$5,000 or 10% of the applicant's total investment in the business, and the manager.

## Where

Fingerprinting is conducted during limited hours at the Larimer County Sheriff's Administration offices located at 2501 Midpoint Drive (east of the Detention Center). Please call the Sheriff's Department at 498-5100 for specific days and times. The charge for fingerprinting is \$10, payable *in cash* only.

If not in Fort Collins, individuals may have fingerprints taken at most law enforcement agencies. Fingerprinting charges may vary. If you are NOT getting fingerprinted at the Larimer County Sheriff's Administrative offices, you must use fingerprint cards available in the City Clerk's Office.

## Processing Fee

Each set of fingerprints will be processed through the Colorado Bureau of Investigation and will be used to check criminal history records with the Federal Bureau of Investigation. A business check or money order (no temporary or personal checks) in the amount of \$38.50, payable to the *Colorado Bureau of Investigation*, must be submitted with each fingerprint card.

The Colorado Bureau of Investigation will return any card not completed in its entirety, so please complete your fingerprint card.

*Your cooperation in following these instructions enables City staff to process your application without delay. Please call the City Clerk's Office at 221-6315 if you have any questions.*