



Dear Applicant:

Pursuant to Colorado State Law and Chapter Five of the Broomfield Municipal Code, The City and County of Broomfield requires fingerprints be submitted to the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI) for specific liquor license applications. This is a voluntary submission, however failure to do so may affect the completion or approval of your application.

The City and County of Broomfield requires CBI and FBI record checks (nationwide criminal history search) on the following liquor license related applications:

1. Any person owning 10% or more of the outstanding or issued capital stock, or persons holding a 10% or more membership interest
2. Operating Managers
3. Any individual completing an Individual History Record form

There are currently three fingerprinting options for Broomfield liquor/beer license applicants:

1. Broomfield Police Department
  - a. Fee: \$38.50 - to be paid to the City Clerk's office *prior* to fingerprinting appointment
  - b. To learn more, visit [Broomfield's fingerprinting website](#)
  - c. Ready to schedule an appointment? Call 303-464-5799
2. IdentoGo
  - a. Fees: vary
  - b. Location: options available around the continental United States
  - c. Learn more about this service by visiting the [Colorado IdentoGo website](#)
    - a. To ensure we receive your results, please use *both* codes below when registering with IdentoGo:
      - i. Colorado Liquor License Service Code: **25YQ6K**
      - ii. Broomfield Account Code: **CONCJ5889**
3. Colorado Fingerprinting
  - a. Fees: vary
  - b. Location: appointments available around Colorado
  - c. Learn more about this service by visiting the [Colorado Fingerprinting website](#) or [click here](#) for step by step directions
    - a. To ensure we receive your results, please use the code below when registering with Colorado Fingerprinting:
      - i. CBI Unique ID: **5889LLQH**

Paper fingerprints are no longer accepted. If you need to digitize your paper records, please work with [IdentoGo](#) or [Colorado Fingerprinting](#).

Additional information is attached to this letter regarding the process and how to challenge the accuracy of the information in the record if you believe it to be incorrect or incomplete.

If you have any questions, please contact Michelle Carlow at [mcarlow@broomfield.org](mailto:mcarlow@broomfield.org) or 303-438-6367.

Attachment: 1

## FBI Fingerprint Background Search

Based on your application you are being asked to submit to an FBI fingerprint-based background check. The FBI will use your fingerprints to complete a nationwide criminal history search. If a report is generated it will be provided to the City and County of Broomfield as part of your application. This is a voluntary submission, however failure to do so will affect the completion or approval of your application.

After receiving the report from the FBI, the City and County of Broomfield will use this information to determine the status of your application. If your FBI background check comes back with a record that you believe is incorrect or incomplete, you will have the opportunity to complete or challenge the accuracy of the information in the record.

If your FBI background comes back with a record the City and County of Broomfield will notify you via email within five business days of receiving the record. If you do not have an email address we will send the notice through the United State Postal Service. Your application will not be denied based on the information in the FBI record until you have been afforded a reasonable time to correct or complete the record, or until you have declined to do so. The timeframe for addressing your record is set forth below. The procedures for obtaining a change, correction, or update to an FBI criminal history record are set forth in 28 CFR 16.34.

If you decide to correct or complete your record you must notify Broomfield of this intention as soon as you have made that decision, but no more than three business days from the date you were notified that your background check produced a record. If you do not notify the City and County of Broomfield of the intent to challenge your report within this timeframe, the City and County will use the record in the final decision on the outcome of your application.

If however, you notify Broomfield of your intent to initiate a change to your FBI record, you will have forty consecutive days to complete the process of obtaining a change, correction or update to your record. After the forty consecutive days Broomfield. If there is an additional charge for this request you will be expected to pay the cost prior to the updated record being requested.