

Colorado Bureau of Investigations Background Check

- 1) The state of Colorado requires that all ACC volunteers be background checked before beginning their services. If you will be working with children under the age of 18, it may also be required that volunteers are fingerprinted.
- 2) To obtain a background check from CBI:
 - a. Go to the CBI website at <http://cbi.state.co.us/>
 - b. Click on the heading marked “CBI Records Check”
 - c. Click on the line that reads “Click here to proceed to the Records Check Site”
 - d. You do not need a user name or password, simply choose the option for conducting an individual inquiry without setting up an account.
 - e. Proceed with the inquiry process. You will be asked some personal information and *you will need to pay \$6.85 on-line.*
 - f. Once the inquiry is complete, you should receive an email from CBI. Please forward this email on to ACC’s Volunteer Coordinator at Volunteer@africancommunitycenter.net, or print it out and bring it to the ACC office in person.
 - g. Thank You!