

## FBI FINGERPRINT RECORD CHECK

The fingerprint check must be started within 7 days of your application to the FRCC/LC nursing waitlist. Previous fingerprint checks cannot be accepted!

Step 1: All students begin the FBI fingerprint check application and payment online at:

- <http://healthcareex.com> (American DataBank)
- Go to: "Click Here to Place Order"
- Select **Package 4, for \$30.00. Print the email confirmation. The confirmation is needed for the fingerprint service at FRCC.**

Step 2: Complete the fingerprint materials. Fingerprinting is offered at FRCC, Colorado State University or any sheriff's office\*\*.

- **FRCC/Larimer Campus:**
  - Offered the **third Thursday of each month only** between 1:30 - 4:30 pm.
  - Schedule an appointment by the day before, at (970) 204-8200 or (970) 204-8221. **Your application must be within 7 days of the appointment.**
  - **Bring your email confirmation receipt and photo ID to appointment.** Go to the Public Safety Office in the Mount Antero building, located adjacent to Admissions & Records.
  - All forms are provided and will be mailed to American DataBank by the Nursing Department.
  - FRCC does not charge for the fingerprint service but you must still make payment to American DataBank (Step 1).
- **Colorado State University's Traffic and Bike Office:**
  - Take email confirmation to the FRCC Nursing Department located in Blanca Peak 151Q to pick up fingerprint materials (**CSU does not provide a fingerprint card**).
  - CSU Hours: 8:00a – 4:45p, Monday–Friday. No appointment is needed.
  - Photo ID is required.
  - Cost is \$15.00, cash or checks only.
  - Located at **750 Meridian Ave.** From FRCC, head north on Shields to Laurel, turn right. Go to Meridian, turn right. First building on left, Police Headquarters
  - Mail fingerprint card-**do not fold or bend**, letter to FBI and authorization for release of information-notarized (found under Step 4 at [www.frontrange.edu/lcnursing](http://www.frontrange.edu/lcnursing) ), in a large envelope to:

**American DataBank  
110 16<sup>th</sup> Street, 8<sup>th</sup> Floor  
Denver, Colorado 80202**

- **Larimer County Sheriff's Office\*\*:**
  - Open 8:00a – 5:00p, Monday – Friday. No appointment needed.
  - Photo ID is required.
  - Cost is \$20, cash or check only.
  - Located at 2501 Midpoint Dr. (south of Prospect and Timberline and the Detention Center)
  - Mail fingerprint card-**do not fold or bend**, letter to FBI and authorization for release of information-notarized (found under Step 4 at [www.frontrange.edu/lcnursing](http://www.frontrange.edu/lcnursing) ), in a large envelope to:

**American DataBank  
110 16<sup>th</sup> Street, 8<sup>th</sup> Floor  
Denver, Colorado 80202**

\*\*If you live outside of our area, you may be fingerprinted at your local sheriff's office. They will supply a fingerprint card. Download additional forms from the Nursing Homepage under Step 4 at: [www.frontrange.edu/lcnursing](http://www.frontrange.edu/lcnursing) **Mail fingerprint card and forms to American DataBank (address above).**