

If you are requested to complete a “quick” background check that does NOT require a fingerprint card, please follow the instructions below:

Instructions for completing your “quick”, non-fingerprint card background check:

- a. Go to website: <https://www.cbirecordscheck.com/Index.aspx>
- b. Click on Individuals
- c. \$6.85 is the cost to receive the results
- d. Print a copy of the background check and turn in with your admissions materials Current CO school or agency employees who completed a background check for employment may provide a copy of their CO license or a copy of the results of the background check used for employment. **(International applicants only complete this step if they have lived in the United States for more than one year).* Students who have completed a background check for employment and can provide proof do not have to repeat this process for admission.
- e. Please email/mail proof of your background check or proof of licensure to the Student Resource Office (education@uccs.edu).