



## **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 at the Fraser/Winter Park Police Department located at 79020 Main Street Suite 4, Winter Park, CO 80482 (Located in the Winter Park Station). Please call the Police Department at 970-722-7779 for an appointment. If not in the Fraser Valley, individuals may have fingerprints taken at most law enforcement agencies. Fingerprinting charges may vary.

### **PROCESSING FEES**

The Fraser/Winter Park Police Department charges \$25.00 for finger prints, payable by cash, check or credit card.

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 Town staff to process your application without delay. Please call the Town Clerk's Office at 726-5491x201 if you have any questions.*