**** *Your NCAC Code:*

**Cheley Colorado Camps Fingerprint Card Instructions**

Please complete and mail in the fingerprint card within 2 weeks of receiving it. If you cannot get it done in this time frame or are studying abroad, please let Kim know. Follow all directions carefully so your submission is not rejected and call or email Kim (303-377-3616 or Kim@Cheley.com) if you have questions.

**IF YOU ARE IN COLORADO**

Before You Go:

1. Pre-enroll and schedule a fingerprint appointment in COLORADO at <https://uenroll.identogo.com>. Choose “Schedule or Manage Appointment”
2. Enter Service Code: 25YJ15. Enter CBI #: CONCJ2192. Enter Daycare License Number: 47610
3. Cheley has pre-purchased authorization codes- don’t enter your credit card information! Answer “Yes” when asked “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?”
4. Choose “NCAC” as payment method and enter the code at top right of this paper.

At Your Appointment:

1. Bing the valid photo ID you entered when you set up the appointment.
2. Your prints will be submitted electronically.
3. Keep your receipt! Upload a copy of your receipt in WorkBright.

**IF YOU ARE IN THE USA BUT NOT IN COLORADO**

1. Contact your local police station to find out when/where they do fingerprinting- ink or electronic. Take the provided fingerprint card (FD-258) with you to your appointment.
2. Pre-enroll for cardscan submission at <https://uenroll.identogo.com>. Enter Service Code: 25YJ15. Choose “Submit a Fingerprint Card by Mail.” It will give you an “ATTENTION!” pop up window- choose “Continue.”
3. Enter CBI #: CONCJ2192. Enter Daycare License Number: 47610
4. Cheley has pre-purchased authorization codes- don’t enter your credit card information! Answer “Yes” when asked “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?”
5. Answer “No” when asked “Would you like to locate the IdentoGO Enrollment Center nearest you? This will not interrupt your current progress.”
6. Choose “NCAC” as payment method and enter the code at the top right of this paper.
7. Print and sign the pre-enrollment confirmation page which includes the barcode at the top. Complete sections 2 and 3 on the form. Mail the signed form and the completed fingerprint card to the address provided on the confirmation page. Don’t fold the card and include correct postage (usually 2 stamps) Do NOT mail to Cheley or the Colorado Bureau of Investigation.

**IF YOU ARE OUT OF THE COUNTRY**

Wait until you are in the USA to complete, following the above directions. If you are an international staff member, we will take you to be fingerprinted when you arrive at Cheley.