

# STATE OF COLORADO

## PUBLIC UTILITIES COMMISSION

Ron Binz, Chairman  
James K. Tarpey, Commissioner  
Matt Baker, Commissioner  
Doug Dean, Director

## Department of Regulatory Agencies

D. Rico Munn  
Executive Director



Bill Ritter, Jr.  
Governor

## FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECKS FOR CERTAIN DRIVERS OF PASSENGERS

### Frequently Asked Questions

Revised October 16, 2008

- Q.** Who is subject to the fingerprinting and background check process?
- A.** Persons who drive for certain types of motor passenger carriers are subject to the fingerprinting and background check process.
- Q.** I am a driver for a motor passenger carrier. Am I required to be fingerprinted?
- A.** Not necessarily. Only drivers for the following types of motor passenger carriers are required to be fingerprinted: (1) Charter or scenic bus (CSB); (2) fire crew transport (FCT); (3) luxury limousine (LL); (4) off-road scenic charter (ORC); (5) children's activity bus (CAB); and/or (6) taxicab. Drivers who do not operate a vehicle on this list are NOT subject to the fingerprint requirements.
- Q.** I drive several different types of vehicles. Does that matter?
- A.** Yes. If you drive both a taxicab and one or more of the other vehicles listed in the answer above, you only need to submit one set of fingerprints. However, in filling out your fingerprint card for submission, please follow the instructions that are associated with the *one* type of vehicle you *primarily* drive.
- Q.** I drive for several different motor passenger carriers. Does that matter?
- A.** No. Only one fingerprint submission is required. The PUC is planning to implement a secure website that will permit motor passenger carriers to access information regarding your qualifications to drive. In the meantime, motor passenger carriers will be permitted to contact the PUC directly to obtain this information.

1560 Broadway, Suite 250, Denver, Colorado 80202, 303-894-2000

[www.dora.state.co.us/puc](http://www.dora.state.co.us/puc)  
TTY Users 711 (Relay Colorado)  
Permit and Insurance (Outside Denver) 1-800-888-0170  
Consumer Affairs 303-894-2070

Fax 303-894-2065  
Transportation Fax 303-894-2071  
Consumer Affairs (Outside Denver) 1-800-456-0858

**Q.** How often do drivers need to be fingerprinted?

**A.** Under current law and rules, drivers need to be fingerprinted within ten days of contracting or being employed to drive. A driver shall re-submit a set of fingerprints at least once every two years. Remember to submit your fingerprints early in order to avoid processing delays.

**Q.** Where should drivers send their completed fingerprint cards and fee?

**A.** Drivers must send their completed fingerprint cards and fee to:

Colorado Public Utilities Commission  
Attn: Fingerprints  
1560 Broadway, Suite 250  
Denver, CO 80202

Payment of \$39.50 should be made payable to the Colorado Public Utilities Commission, or PUC. Personal checks are not accepted.

**Q.** How long does the fingerprint process take?

**A.** The fingerprint process can take two to three months. If the initial set of fingerprints is returned by the Colorado Bureau of Investigation as unreadable or unclassifiable, the process will need to be repeated and will take longer. Please plan ahead to reduce delays.

**Q.** How do I start the fingerprint process?

**A.** You must first acquire the right kind of fingerprint card (form FD-258). Some law enforcement agencies (sheriff and police departments) will be able to provide the appropriate fingerprint card for you; others will not. Contact your local law enforcement agency to make this determination.

If the law enforcement agencies you contact do not provide the appropriate fingerprint card, you may obtain the card from the Colorado Correctional Industries' Forms Center. The Forms Center is available by telephone at 303.370.2165, or on the World Wide Web at <http://www.cijvp.com/manufacturers/forms/index.html?finger> .

**Q.** After I receive the fingerprint cards, how do I fill them out?

**A.** Detailed instructions are available on the PUC's website, at <http://www.dora.state.co.us/puc/trans/fingerprint.htm> .

**Q.** Where do I go to be fingerprinted?

**A.** Many sheriff and police departments will fingerprint you. Call your local sheriff or police department for more information. There may be a cost associated with this service in addition to the processing charge assessed by the Colorado Bureau of Investigation.

Additionally, you may be fingerprinted at the facilities of Colorado Correctional Industries, in Denver, Colorado. You may contact Colorado Correctional Industries by telephone at 303.370.2165, or on the World Wide Web at <http://www.cijvp.com/manufacturers/forms/index.html?finger> .

**Q.** Can I fingerprint myself or others?

**A.** Please do not attempt to fingerprint yourself or others. You should be fingerprinted by trained personnel. Fingerprinting yourself or others will likely result in unreadable or unclassifiable fingerprints; resubmission of fingerprints for an additional processing charge will be required.

**Q.** I have already submitted my fingerprints (e.g., for another employer, in connection with another regulated industry, for Denver International Airport, for the City and County of Denver, or for the City of Pueblo). Do I have to submit them again?

**A.** Yes. The PUC does not have access to fingerprints submitted in connection with any other employment. Nor does the PUC have access to the background check resulting from those submissions.

**Q.** If I have more questions, who can I contact?

**A.** You may contact:

- The Colorado Bureau of Investigation's Identification Unit at 303.239.4208.
- Colorado Correctional Industries at 303.370.2165.
- PUC personnel at 303.894.2859, or by email at: [Dino.loannides@dora.state.co.us](mailto:Dino.loannides@dora.state.co.us) .

**Q.** What criminal offenses are disqualifying offenses?

**A.** Under current rules, an individual shall be disqualified and prohibited from driving if the criminal history reflects that:

- A driver is not of good moral character. A driver is not of good moral character if the driver has been convicted of a felony or misdemeanor involving moral turpitude. A felony or misdemeanor involving moral turpitude means:
  - a conviction in the State of Colorado, within the ten years preceding the date the criminal history record check is completed, of a crime of violence, as defined in §18-1.3-406(2), C.R.S.;

- a conviction in the State of Colorado, within the four years preceding the date the criminal history record check is completed, of any class 1, 2, 3, or 4 felony under Article 3 of Title 18, C.R.S., other than an unlawful sexual offense against a child as defined in § 18-3-411, C.R.S.; or
  - a conviction in the State of Colorado at any time of any unlawful sexual offense against a child, as defined in § 18-3-411, C.R.S.;
  - an offense in any other state or in the United States that is comparable to any offense listed above.
- Within the two years preceding the date the criminal history record check is completed, the individual was:
    - convicted in this state of driving under the influence, as defined in section 42-4-1301(1)(f), C.R.S.; driving with excessive alcoholic content, as described in section 42-4-1301(2)(a), C.R.S.; driving while ability impaired, as defined in section 42-4-1301(1)(g), C.R.S.; or driving while an habitual user of a controlled substance, as described in section 42-4-1301(1)(c), C.R.S.; or
    - convicted of a comparable offense in any other state or in the United States.

The Colorado Revised Statutes (C.R.S.) are available at:

<http://www.michie.com/colorado/lpext.dll?f=templates&fn=main-h.htm&cp=> .