

Steamboat Springs Civilian Fingerprinting Information

Fingerprinting Location:

Partners in Routt County
Sundance Plaza, 465 Anglers Drive Suite 1-E
Steamboat Springs, CO 80487

Fingerprinting Hours:

Tuesdays 1 pm – 3 pm • Wednesdays 11 am – 2 pm • Thursdays 11 am – 2 pm
(Note: Times are subject to change. You will find up-to-date time availability when you sign up online.)

Sign-Up Instructions:

You must sign up online before your appointment!

Website: abi.complio.com

- **Make sure you're ready:** Have your SSN, your organization's CBI Unique ID, and your organization's billing code (if applicable).
- **Go to abi.complio.com** and under "New to Complio?" click on the red "Create an account" button.
- **Create Account:** Fill in your Personal Information, Contact Information, and Account Information, then click "Create Account & Proceed."
- **Create Order (Step 1):** Enter zip code "80487" and click "Search." A list of locations will populate, with "Partners Mentoring Youth Steamboat Springs" listed first – Select this location. Scroll down and click "Next."
- **Step 2-A:** Under "Order Selections," in the "CBI Unique ID" space, enter your organization's ID and click "Next."
- **Step 2-B:** A new box will appear called "Billing Code." If your organization is paying in part or in full for your fingerprinting fees and has shared billing code information with you, enter it here. Then click "Next."
- **Step 3:** Review your Personal Information, edit as needed, then click "Next."
- **Step 4:** Enter your "Information for Finger Printing" (for example, place of birth, eye color, etc). Then review your "Service Details" and click "Next."
- **Step 5:** Select your appointment date and time, then click "Next."
- **Step 6:** Review the information you've provided and make changes as necessary. Click the box confirming you have read the Privacy Act Statement. Click "Next."
- **Step 7:** Review your purchase details, then click the box confirming you have read the User Agreement. Click "Next."

- **Available Cards:** If you did not enter a billing code in Step 2-B, you will be taken to a page to enter your debit/credit card information. On this page, click “Add New Card” and a pop-up window will appear for you to enter your card information. Then click “Save” and the pop-up will disappear. Then click “Submit.”
- **Step 8:** Page will appear confirming that order has been submitted.
- **Finish:** Write down your Order Number and then log out. (If you don’t log out, the system will automatically log out for you after 30 minutes.)

For your appointment:

- Make sure to show up on time.
- Bring a valid ID.
- Bring your Order Number.
- Unable to make it to your appointment? Log into your Complio account to reschedule.

Questions? Please contact Colorado Fingerprinting:

Ph: 833-224-2227 or 720-292-2722

info@coloradofingerprinting.com

www.coloradofingerprinting.com

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