



Kids at Heart
VOLUNTEER INFORMATION SHEET
FINGERPRINTING AND BACKGROUND CHECKS

In order to volunteer for Fundango or any other Kids at Heart event, all volunteers must complete the following by the 1st time (or 2nd time at the latest) they volunteer. These are required by the State and by the organizations who fund Kids at Heart with grants.

Fingerprinting Services

(1 of 4 background check steps, continue to page 2 for next background check requirement)

Here is the NCPA/VCA VECHS Unique CBI ID: **6028VECG** for our Kids at Heart Volunteers. There is not cost to the volunteers. You will input this code when asked for payment on the online portal.

Fort Collins and Loveland Fingerprinting Location:

[Turning Point](#)

[1644 S College Ave, Fort Collins, CO 80525](#)

[970-221-0999](#)

Make an appointment:

<http://www.coloradofingerprinting.com/cabs/>

Please note that you must bring one of the following acceptable forms of identification:

- A valid Colorado driver's license or valid identification card issued by the Colorado Department of Revenue (Note: documents issued to not lawfully present and temporarily lawfully present individuals under part 5 of Article 2 of Title 42, C.R.S. are not acceptable forms of identification.)
 - A valid State ID Card (or outlying possession of the US with seal or logo from State Agency, Federal ID Card with seal or logo from Federal Agency)
 - Commercial Driver's license permit issued by State or outlying possession of the U.S.
 - Commercial Driver's license issued by a State or outlying possession of the U.S.
 - Paper/temporary Driver's License issued by State or outlying possession of the U.S.
 - Valid U.S. passport, foreign passport, passport book or card
 - Valid U.S. military identification card,
 - Permanent resident card/green card (I-551),
 - Enhanced tribal card (ETC).
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Supporting foster and adoptive children to encourage the success of the family.

6501 Brittany Street ♥ Fort Collins, Co 80525 ♥ 970.529.8222 ♥

www.kidsatheartco.org

CDHS Trails Check

(2 of 4 background check steps, continue to the bottom of page 2 for next background check requirement)

This link will bring you to a fillable pdf form. You must download the pdf and reopen the file on your web-browser to be able to fill in the form. It must be typed.

https://dcfs.my.salesforce.com/sfc/p/#410000012srR/a/41000000Cfvu/sx9D3YTt.feD_pOpI.NCh73JhczLcQUqJBwXU1Vr92w

For the first section:

- A. Check the “Child Care Center” box
- B. Agency/Facility Name: Kids at Heart
- C. CDHS License Number: 1726350
- D. Results Letter Release Information:
 - a. Kelly O’Connor
 - b. 6501 Brittany St. Fort Collins, CO 80525

Once the form is complete, please print and sign. Bring this to your new volunteer training.

Fort Collins Police and Colorado Courts Background Checks (3 of 4 background check steps)

The Volunteer Coordinator will take care of submitting the information to the Colorado Courts and also the Fort Collins Police Department. For these, please email our volunteer coordinator your birthdate and FULL LEGAL name. Thank you.

Volunteer Paperwork

(4 of 4 background check steps)

Please print and fill out the below forms and bring them to the new volunteer training.

[Volunteer Information Form](#)

[Kids at Heart Volunteer liability waiver](#)