


Fingerprinting Process Instructions for ADN Program Applicants

It is a requirement for ALL students who apply to the Associate Degree Nursing (ADN) Program at Aims Community College to be fingerprinted. The fingerprint investigation is provided by the Federal Bureau of Investigations (FBI), goes back ninety-nine (99) years nationwide and is valid for **seven (7) years**.

Please read and follow the directions in their entirety to complete the process.

1. Order the Fingerprint Package through American Databank at <http://www.aimscx.com> by clicking on “Begin your background check



- a. Click on “**Place Order**” at the bottom of the page.



- b. Select **Package #2**, FBI Fingerprint Record Check.

Package 2: FBI Fingerprint Record Check

Price: \$33.00

Required For: ALL Nursing Students (PN, ADN)

** Prior to ordering, please see the [Nursing Programs Page](#).

American DataBank will send FBI Fingerprint Record Check information via mail.

- c. **Choose** the appropriate **method of payment**.
2. American DataBank will send a package of materials via regular mail that includes:
 - a. A fingerprint card.
 - b. A FBI Record Search Authorization that must be signed by the student.
 - c. An “**Authorization for Release of Information**” page that must be signed by the student and **NOTARIZED**.
 3. Fingerprinting can be completed at the Weld County Jail Complex at 2110 O Street in Greeley. Please contact the complex in advance at (970) 356-4015, ext. 3893 to verify hours, cost and preferred method of payment.

At the time of fingerprinting, be sure to have with you:

- a. Cash or a credit card.
- b. All package materials received from American DataBank.

****Failure to bring any of the above items at the time of the fingerprinting *could* result in being turned away.**

4. ***Please ensure that all materials are thoroughly completed prior to sending to American Databank, including:***
 - a. Completed fingerprint card.
 - b. Signed FBI instruction sheet.
 - c. Signed AND notarized Authorization for Release of Information.

*****FAILURE TO INCLUDE ALL COMPLETED ITEMS WITHIN THE PACKAGE WILL CAUSE THE PACKAGE TO BE RETURNED.**

5. Please **return** the fingerprint package to:
American DataBank
910 16th Street, Ste. 550
Denver, CO 80202-3245

NOTE: Please allow a minimum of **10-12 weeks** for investigation to be completed. Results will be sent by American DataBank to the student as well as any schools the student indicated during the **ordering process**. A copy of the results must be cleared, confirmed and on file with Aims CC **prior** to application to the Nursing Program. For questions regarding the Fingerprinting Process, please contact Aims CC, Allied Health Program Coordinator at (970) 339-6218 or American DataBank at (800) 200-0853.