

CFI Eligibility Affidavit Tips

Before beginning the Affidavit of Mandatory Consent and Disclosure for Eligibility of Appointment as a CFI, please

- Review these tips; and
- Review CJD 04-05, CJD 04-08, and §14-10-116.5, C.R.S. and §14-10-127.5, C.R.S.

Fifty or fewer people will be selected to attend the 2025 mandatory 40 Hour CFI training, November 3-7 in Denver. We will email invitations for attendance of the training. Attendance of the entire training is required for placement on the Statewide CFI Eligibility Roster.

Technological Tips for your Affidavit

- ***Attaching Documents:*** When uploading documents, permitted file types are .txt, .rtf, .pdf, .doc, .docx, .odt, .ppt, .pptx, .odp, .xls, .xlsx and .ods. The size limit is 100 MB.
- ***If you must abandon the affidavit before completing it,*** use the “Save” function. Doing so will only save all completed/submitted screens, not the screen shown when you “Save.” You will have to re-enter data shown on the screen from which you use “Save.”
- ***Limit your entry of text*** to 50 characters, including spaces and punctuation, in all boxes except for the “work experience” box to avoid error messages caused by too much text. If additional explanation or documentation is needed, attach the relevant documents where permitted.

Background Check Form

Following the submission of your affidavit, you will receive a link to an online background check form. If no aliases exist, please enter “none.” Use the following format for entering your SSN: xxx-xx-xxxx.

Summary of Information and Documentation Needed to Complete the Affidavit

- Felony/misdemeanor convictions/pending cases, including pleas/pending deferred judgments and sentences;
- Traffic/petty offense convictions/pending cases involving drugs or alcohol, including pleas/pending deferred judgments and sentences;
- Past/present domestic relations proceedings involving denial or supervision of the prospective CFI’s parenting time, visitation or custody;
- Past/present dependency, neglect, child abuse, or other cases involving the prospective CFI;
- Three unrelated references with knowledge of the prospective CFI’s qualifications to serve as a CFI, including name, email, address and phone number;
- License type, number, issuing state, and expiration date, and documentation of good standing for all the prospective CFI professional licenses;
- Work or volunteer experience relevant to service as a CFI;
- For disciplinary action, formal complaint, grievance or malpractice suit against the prospective CFI as an attorney, mental health professional or CFI over the past 10 years, the case name and number, the charge or allegation, the outcome and relevant documentation;
- For any civil protection or restraining order against the prospective CFI, the case or action number and name, the allegations, the outcome and relevant documentation;
- The prospective CFI’s relevant educational background, including school name, city, state, type of degree, date of degree, and any other training or education within the past three years relevant to CFI work, including the training or course name, date completed, location, and provider;

- Verification of attendance of 30 hours of training within the last five years. 20 clock hours must cover domestic violence and child abuse topics in compliance with §14-10-127.5, C.R.S. and §14-10-116.5, C.R.S. The additional 10 hours must be in various relevant areas consistent with Standard 6 of CJD 04-08.
- Desired judicial districts for CFI appointment (see <https://www.coloradojudicial.gov/> for a map of districts);
- Proof of professional good standing. Attorney and Mental Health Professional prospective CFIs may go to the attorney registration or DORA website and make a screen print showing Colorado attorney licensure or DORA licensure, certification or registration, good standing, and any disciplinary history or lack thereof. After accessing the appropriate regulatory agency showing license information, active status and disciplinary history (or lack thereof), click “CTRL” and “Print Screen” and “paste” into a blank document. Save the file. After you begin the affidavit, upload the file as an attachment when prompted. Use the above approach for proof of relevant training.