


COLORADO JUDICIAL DEPARTMENT	MAY 1, 2025	
COLORADO JUDICIAL DEPARTMENT INDEPENDENT CONTRACTOR CRIMINAL HISTORY CHECK CHECKLIST	PAGE 1	

Contractor Criminal History Check (“CHC”) Checklist

[Note: This tool summarizes certain requirements but does not limit the requirement contained in the [Judicial Department Criminal History Check Policy](#) or the applicable Judicial Contract(s).]

- Only individuals providing services under a Judicial contract require a passing background check to provide services.
- Conduct initial criminal history check using either
 - Your own commercially reasonable background check provider OR
 - A Judicial Affiliated CHC Provider: American Data Bank
<http://cojudicialcompliance.com/>
- If conducting your own criminal history checks through an appropriate service provider, ensure the results meet or exceed Judicial’s criminal history check standards in the policy linked above
 - Vendors shall be responsible for querying any individual who is the subject of a CHC on the National Sex Offender Public Website (<https://www.nsopw.gov/>).
- Identify only Suitable employees (or subcontractor employees if required by your Judicial Contract) in the “Forum” Contract Management System before the individual provides any services to Judicial. See [Forum Registering and Onboarding Resources](#) for details.
 - Non-suitable employees cannot provide services unless the employee is entitled to an appeal(s) process and a successful appeal is made. No services can be provided during pendency of appeal.
- Maintain and enforce an Employee Disclosure Policy, immediately removing individuals identified as “Suitable” if they become “Non-Suitable” during the course of providing services to the Department.
 - Individuals who become “Non-Suitable” should be removed both from providing services and from your agency’s contacts list in Forum.
- Re-check criminal history every three years.

Contact the Colorado Judicial Department’s Vendor Liaison Team at vendorsupport@judicial.state.co.us with any questions.