

Acting on an Application Without a Date Stamp

CBMS | Process Manual | Revised: September 2018

OVERVIEW

This document provides a step-by-step process for how to act on an application without a date stamp.

PROCESS

1. Review all pages of the application to determine if there is a date stamp anywhere.
 - a. Check associated documents submitted with the application.
 - b. Review if there is a facsimile transmission report.
 - c. Review if there is a PEAK submission date.
 - d. Review if there is an email received date.
 - e. Review case comments to see if there was an entry with the application received date.
 - f. Check any available logs/receipts for documentation of the application being submitted to obtain the date.
2. When a date stamp is not located, use the signature date as the application date.
 - a. If there is no signature on the application, refer to the Acting on an Unsigned Application process manual.

ACCESSIBILITY

This document is designed to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard. If you experience any difficulty accessing the content or have questions regarding the process, please contact SOC_StaffDevelopment@state.co.us for assistance.