

REQUIRED FIELDS – CIVIL FINGERPRINT CARDS

If any of the required fields are left blank, the fingerprint card will be rejected without further processing unless there is a quoted FBI UCN Number.

Every effort should be made to enter the appropriate data in all fields (blocks) as shown on the fingerprint card.

Name (NAM)

Originating Agency Identifier (ORI)

Date of Birth (DOB)

Sex (SEX)

Fingerprint Impressions

Reason Fingerprinted

All data entered on fingerprint cards must be typewritten or legibly printed, utilizing black or blue ink and must not exceed the boundaries of the designated field (block).

DATA ENTERED ON CIVIL FINGERPRINT CARDS

See figure 3 on page 17 for an example of a Civil Fingerprint Card (FD-258)

Data fields preceded by an asterisk (*) must be completed in order for a fingerprint card to be processed by the FBI. However, all data fields are important and should be completed if the information is known. Also, the *National Crime Information Center (NCIC) Code Manual* can be used as a reference for codes of various fields.

1. *Name (NAM) Block

Enter the name obtained from the subject in this field. Abbreviations are not to be used for any part of the name. This format is last name followed by a comma (,) first and middle name, if any. Suffixes denoting seniority (i.e. Jr., Sr., III, etc.) should follow the middle or first name. Do not obstruct this area by using stamps, labels, holes or staples where the name has been printed.

2. Signature and residence of Person Fingerprinted Block

Obtain the signature of the person being fingerprinted, in ink. Also, enter the residential address of the person being fingerprinted.

3. Aliases (AKA) Block

Enter other names used by the subject that are different than the name entered in the "NAM" block #1. Also list the signature name as an AKA if different than the name that appears in the "NAM" block. Maiden names and all previous married names of females should be entered in the AKA field, if known.

4. *Originating Agency Identifier (ORI) Block

If the ORI number is not preprinted by the FBI, enter the ORI number, agency name, city and state. Each agency is assigned its own unique ORI number. If you do not have an ORI number, you can contact your NCIC Control Terminal Officer (CTO), and an ORI number will be assigned to your agency. Federal agencies should contact their Federal Service Coordinator to obtain an ORI number.

IMPORTANT:

**NEVER BORROW PREPRINTED FINGERPRINT CARDS FROM OR
LOAN PREPRINTED FINGERPRINT CARDS TO OTHER AGENCIES.**

5. *Date of Birth (DOB) Block

Enter the DOB in month, day, year format (i.e. MM/DD/YYYY). If a complete DOB is not known, enter approximate age followed by the statement "YEARS OF AGE". **Fingerprint cards of person 99 years old or older are not processed by the FBI; they will be rejected.**

NOTE: IF THE DOB BLOCK IS BLANK AND THE CARD DOES NOT HAVE AN FBI NUMBER QUOTED, THE CARD WILL BE RETURNED TO THE STATE BUREAU OR SUBMITTING AGENCY WITHOUT BEING PROCESSED.

6. Citizenship (CTZ) Block

Enter "U.S." if the subject is a citizen of the United States; otherwise, enter the appropriate country. Use the correct abbreviation for foreign countries or correctly spell the name of the country. A list of approved abbreviations can be found in the *NCIC Code Manual*. "YES" or "NO" responses are not acceptable.

7. *Sex (SEX) Block

Sex must be indicated by either "F" (female) or "M" (male). See Sex Code Table on page 37 for additional codes.

8. Race (RAC) Block

Race must be indicated by using the Race Code decision chart on page 39.

NOTE: ADDITIONAL EXPLANATIONS OF SEX AND RACE CODES ARE LISTED ON PAGE 37 AND 39.

9. Height (HGT) Block

Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch. Inches less than ten should be preceded by a zero. For example, five feet four inches should be submitted as "504" and six feet even would be "600".

10. Weight (WGT) Block

Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound.

11. Eye (EYE) Color Block

Indicate eye color by entering one of the codes from the eye color decision chart on page 37.

12. Hair (HAI) color Block

Indicate hair color by entering one of the codes from the hair color decision chart on page 38.

13. Place of Birth (POB) Block

Enter the subject's state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the name of the country. A list of approved abbreviations can be found in the *NCIC Code Manual*. **Do not list a county as a POB.**

14. Originating Case Agency/Local Agency Identification Reference (OCA/LIR) Block

Enter your agency's identification or case number for the subject. The OCA must not exceed twenty (20) alphanumeric characters.

15. FBI UCN Number (FBI) Block

Enter the assigned FBI UCN Number for the subject, if known.

16. Armed Forces Number (MNU) Block

Enter Armed Forces number, if known.

17. Social Security Number (SOC) Block

Enter the subject's Social Security number, if known.

18. Miscellaneous Number (MNU) Block

The MNU is an identifying number associated with the subject such as U.S. Military Service Number, Passport Number, etc. Enter the MNU and indicate the description according to the decision chart on page 40.

19. Date Fingerprinted Block

Enter the date the subject was fingerprinted in month, day, year format (i.e. MM/DD/YYYY).

20. Signature of Official Taking Fingerprints Block

Enter the signature or name of the official taking fingerprints. Also list the official's ID number if applicable.

21. Employer and Address Block

Enter the subject's potential employer and address of that employer.

22. Reason Fingerprinted Block

Miscellaneous Applicant: Fingerprint cards are submitted when a person is applying for law enforcement/criminal justice background checks. Clearly state the position and or agency as applicable such as: Law Enforcement Officer, Corrections Officer, NCIC Terminal Operator, etc.

Applicant User Fee: Fingerprint cards are submitted when a person is applying for a non-law enforcement position and needs a background check completed as part of the hiring/licensing process (i.e. teacher, day care provider, school bus driver, racing commission, liquor license, etc.). Non-Federal Applicant User Fee fingerprint card submissions are governed by state statutes. A statute must be included in the Reason Fingerprinted block and coincide with the literal (i.e. Pharmacists B&PC 4345, Notaries Public Gov C 82141, AS 13.08.015 Permit for School Bus Driver).

23. *Fingerprint Impressions Block (Individual & Simultaneous)

Care should be taken to roll the fingers from nail to nail when taking the individual finger impressions. This will help ensure legibility. Roll the prints in the correct sequence code (note the right and left hand designations in the finger blocks) and obtain simultaneous plain "flat" impressions at 45 degree angles that do not extend up into the rolled impressions. Indicate amputated fingers, tip-amputated, transplanted toes/fingers, missing at birth, deformed, bandaged, scars, etc., in the appropriate finger block(s).

NOTE: FBI APPROVED “RETABS” CAN BE APPLIED TO ALL FINGER BLOCKS ON A FINGERPRINT CARD IF NECESSARY, WITH A LIMIT OF TWO (2) “RETABS” PER BLOCK.

CAUTION: Single Source State

If the card does not reflect your state bureau identification stamp when required, it will be returned immediately to the state bureau/submitting agency. Check with your state repository to determine if you are a single source state.

NOTE: AT THIS POINT, A QUALITY REVIEW OF ARREST AND PERSONAL DESCRIPTOR DATA IS EXTERMEYLY IMPORTANT. THIS STEP CAN IMPROE THE QUALITY OF THE SUBMISSION AND HELP ELIMINATE IMMEDIATE REJECTS (CARDS RETURNED BY THE FBI WITHOUT ANY PROCESSING).

| | | | | | | | | | | | | | | | |
|---|--|-------------|--|--|------------|--|-------------|-------------|-----|-----|------|--------------------------|---------------------------|-------------|--|
| APPLICANT | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | | | | | | | FBI | | LEAVE BLANK | |
| | | | | LAST NAME | FIRST NAME | | | MIDDLE NAME | | | | | | | |
| | | | | 1 | | | | | | | | | | | |
| SIGNATURE OF PERSON FINGERPRINTED | | 2 | | ALIASES <u>AKA</u> | | | O R I | 4 | | | | | | | |
| SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | | 20 | | 3 | | | | | | | | DATE OF BIRTH <u>DOB</u> | | | |
| | | | | | | | | | | | | Month <u>5</u> Day Year | | | |
| EMPLOYER AND ADDRESS | | 21 | | CITIZENSHIP <u>CTZ</u> | | | SEX | RACE | HGT | WGT | EYES | HAIR | PLACE OF BIRTH <u>POB</u> | | |
| | | | | 6 | | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| PERSON FINGERPRINTED | | 22 | | YOUR NO. <u>OCA</u> | | | LEAVE BLANK | | | | | | | | |
| | | | | 14 | | | | | | | | | | | |
| | | | | FBI NO. <u>FBI</u> | | | | | | | | | | | |
| | | | | 15 | | | | | | | | | | | |
| | | | | ARMED FORCES NO. <u>MNU</u> | | | | | | | | CLASS _____ | | | |
| | | | | 16 | | | | | | | | REF. _____ | | | |
| | | | | SOCIAL SECURITY NO. <u>SOC</u> | | | | | | | | | | | |
| | | | | 17 | | | | | | | | | | | |
| | | | | MISCELLANEOUS NO. <u>MNU</u> | | | | | | | | | | | |
| | | | | 18 | | | | | | | | | | | |

| | | | | |
|--|-------------|--------------|------------|---|
| 23 | | | | |
| R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE |
| L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY + | | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY + |

SEX CODE TABLE

| <i>External Code</i> | <i>Literal</i> | <i>Description</i> |
|----------------------|----------------|-------------------------------------|
| F | Female | Female |
| G | Female | Female Print, Male Reference |
| M | Male | Male |
| N | Male | Male Print, Female Reference |
| Y | Male | Male, Unreported |
| Z | Female | Female, Unreported |
| X | Unknown | Unknown Sex |

EYE COLOR CODE TABLE

| <i>Eye Color Literal</i> | <i>External Code</i> |
|--------------------------|----------------------|
| BLACK | BLK |
| BLUE | BLU |
| BROWN | BRO |
| GRAY | GRY |
| GREEN | GRN |
| HAZEL | HAZ |
| MAROON | MAR |

HAIR CODE TABLE

| | |
|---------------------------------|------------|
| BALD | BLD |
| BLACK | BLK |
| BLONDE (or strawberry) | BLN |
| BLUE | BLU |
| BROWN | BRO |
| GREEN | GRN |
| GRAY (or partially gray) | GRY |
| ORANGE | ONG |
| PURPLE | PLE |
| PINK | PNK |
| RED (or auburn) | RED |
| SANDY | SDY |
| WHITE | WHI |
| UNKNOWN | XXX |

RACE CODE TABLE

| External Code | Literal | Description (If Subject Is) |
|----------------------|--|---|
| A | Asian or Pacific Islander | Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander |
| B | Black | A person having origins in any of the black racial groups of Africa |
| I | American Indian or Alaskan Native | American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition |
| U | Unknown | Of Indeterminable Race |
| W | White | Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. |

MNU PREFIX CODES

| External Code | Description |
|---------------|--|
| AF | Air Force Serial Number |
| AN | Non-Immigrant Admission Number |
| AR | Alien Registration Number |
| AS | Army Serial Number (including National Guard and Air National Guard) |
| BF | Bureau Fugitive |
| CI | Canadian Social Insurance Number |
| CG | U.S. Coast Guard Serial Number |
| IO | Identification Order Number |
| MD | Mariner's Document or Identification Number |
| MC | Marine Corps Serial Number |
| MP | Royal Canadian Mounted Police Identification Number (FPS Number) |
| NA | National Agency Case Number – Military |
| NS | Navy Serial Number |
| OA | Originating Agency Police Identification Number |
| PI | Personal Identification Number (State Issued only) |
| PP | Passport Number |
| PS | Port Security Card Number |
| SS | Selective Service Number |
| VA | Veterans Administration Claim Number |

Telephone Contacts

***WEST VIRGINIA CJIS COMPLEX SWITCHBOARD**

Phone 304-625-2000

***SPECIAL PROCESSING CENTER** - Processes criminal expedite fingerprint and special record services requests. Example: a request from law enforcement that requires immediate attention. Operates 24 hours a day, 7 days a week.

Phone: 304-625-5584 Fax: 304-625-5587 or 304-625-5588

***ANSWER HITS TO WANTS GROUP** – Places/removes wanted person information, parole/probation flags.

Phone: 304-625-9245 Fax: 304-625-9899

***CRIMINAL HISTORY ANALYSIS TEAM 1 (FORMERLY CORRESPONDENCE GROUP)** – Handles information regarding congressional matters and requests that originate through the Freedom of Information Act. Example: individuals who request a copy of their own record for private use.

Phone: 304-625-9224 Fax: 304-625-9898

***CUSTOMER SERVICE GROUP** – Serves local, state, and federal law enforcement agencies and private citizens dealing with matters of a complex nature regarding the acceptance, processing, and dissemination of fingerprint card submissions to the CJIS Division. This group serves as the point of contact for numerous agencies to resolve specific problems involving excessing processing time for civil applicant fingerprint card submissions and other concerns. This group also provides explanations of FBI policies and procedures to law enforcement agencies and individuals regarding the various services provided by the CJIS Division

Phone 304-625-5590 Fax 304-625-3571

CJIS FINGERPRINTING SUPPLY REQUISITION FORM

| To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306 | | Date _____ | |
|--|---|-----------------------|--------------------|
| Form Number | Description | Quantity without ORI# | Quantity with ORI# |
| FD-249 | Arrest and Institution Fingerprint Cards (white card with red ink) | | |
| FD-258 | Applicant Fingerprint Cards (white card with blue ink) | | |
| MISCELLANEOUS CARDS and FORMS | | | Quantity |
| FD-353 | Personal Identification Fingerprint Cards | | |
| FD-884 | Palm Prints (white card with red ink) | | |
| FD-884a | Standard Supplemental Finger & Palm Print Cards (white card with red ink) | | |
| Live Scan Card | Completely Blank (white card) | | |
| R-84 | Final Disposition Report Form | | |
| I-12 | Flash/Cancellation Notice | | |
| I-433a | Supervision Transfer Notice | | |
| ENVELOPES | | | Quantity |
| | Manila Envelopes: (Used in mailing print cards, forms & misc. items to the FBI Only) 9 1/2" x 12" | | |
| | Blue Envelopes: (Use for mailing "direct billing" prints to the FBI Only) 8 3/4" x 8 3/4" | | |
| | ABA Envelopes 8 3/4" x 8 3/4" with Packing Slip: (Used only by American Bankers Assoc.) | | |

Orders may be faxed to (304) 625-3984

OR

Submitted electronically at : www.FBI.Gov

Click on: More Services

Click on: Fingerprint Card Orders

Service Numbers: Questions may be directed to LSU at (304) 625-3983

ORI Number _____ (Must Be Furnished Even If You Are Ordering Blank Cards)

Agency _____

Agency point of contact & telephone # _____

Complete shipping address (no P.O. Box, if possible) _____

City, State and Zip Code # _____

CJIS FINGERPRINT TRAINING AIDS SUPPLY FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

| To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26308 | | Date: _____ |
|--|---------------|-----------------------------------|
| Description | Unit of Issue | QUANTITY MAX. AMT ALLOWED - 30 |
| Training Aid for FD-249 Criminal Card With Instructions | Each | |
| Training Aid for FD-249 Criminal Card Without Instructions (Practice Card) | Each | |
| Training Aid for FD-258 Applicant Card With Instructions | Each | |
| Training Aid for FD-258 Applicant Card Without Instructions (Practice Card) | Each | |
| Training Aid for FD-353 Personal Identification Card | Each | |
| Training Aid for R-84 Final Disposition Report Forms | Each | |
| Training Aid for I-12 Flash/Cancellation Notice | Each | |
| Wall Chart - Guidelines for Obtaining Class. Fingerprints | Each | |
| Wall Chart - FD-249 Criminal Card | Each | |
| Wall Chart - FD-258 Applicant Card | Each | |
| New Arrest Disposition Pamphlet | Each | |
| Description | | QUANTITY MAX. AMT ALLOWED - 1 |
| TRAINING MANUALS CD (WHICH INCLUDES THE FOLLOWING MANUALS:) Science of Fingerprint Manual; Techniques for Taking Legible Fingerprints Manual; Fingerprint Pattern Recognition Manual; Guidelines for Preparation of Fingerprints Manual; Fingerprint Training Manual; Fingerprint Comparison Manual | Each | |

Facsimile Orders may be sent to (304) 625-3984

or

Submitted electronically at:

www.FBI.Gov

Click on: More Services

Click on: Order Fingerprint Cards and Training Aids

Questions concerning your supply orders may be directed to LSU at (304) 625-3983

Please type or print information

ORI Number _____ **(Must Be Furnished)**

Agency _____

Agency point of contact & telephone # _____

Complete physical shipping address _____

City, State and Zip Code # _____