

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK										LEAVE BLANK	
				LAST NAME <u>THAM</u>		FIRST NAME		MIDDLE NAME							
		2		3		4						DATE OF BIRTH DOB Month <u>5</u> Day Year			
				CITIZENSHIP <u>CTZ</u> 6		7		8		9		10		11	
19		20		YOUIC NO <u>OCA</u> 14										12	
EMPLOYER AND ADDRESS 21				FB# NO <u>FBI</u> 15										PLACE OF BIRTH POB 13	
PERSON FINGERPRINTED 22				ARMED FORCES NO <u>MNU</u> 16										LEAVE BLANK	
				SOCIAL SECURITY NO <u>SOC</u> 17										CLASS _____	
				MISCELLANEOUS NO <u>MNU</u> 18										PH _____	

23				
1. THUMB	2. F. INDEX	3. M. MIDDLE	4. R. RING	5. A. LITTLE
1. THUMB	2. F. INDEX	3. M. MIDDLE	4. R. RING	5. A. LITTLE
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY +		6. THUMB	7. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY +

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).