

SAMPLE

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK										FBI	LEAVE BLANK
		LAST NAME <u>NAM</u>	1	FIRST NAME	MIDDLE NAME								
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	2	OR I	AKAST0100	3							
RESIDENCE OF PERSON FINGERPRINTED					DPS				DATE OF BIRTH <u>DOB</u>				
					ANCHORAGE, AK				Month <u>4</u>	Day	Year		
DATE <u>18</u>		CITIZENSHIP <u>CTZ</u>			SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH <u>POB</u>		
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>			6	7	8	9	10	11	12		
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>			LEAVE BLANK								
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>											
		SOCIAL SECURITY NO. <u>SOC</u>											
		MISCELLANEOUS NO. <u>MNU</u>											

RIGHT HAND									
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE					
LEFT HAND									
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE					
LEFT FOUR FINGERS			LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS				
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY			L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				

APPLICANT FINGERPRINT CARD INSTRUCTIONS

These instructions are to be used with the "SAMPLE" Applicant Fingerprint Card

1. **NAME BLOCK:** Enter the name obtained from the subject in this field. The format is last name followed by a comma (,) first and middle name, if any. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.
2. **ALIAS (AKA) BLOCK:** List other names used by the applicant that is different than the name entered in the NAME block. Also, list the signature name as an AKA if different than the name that appears in the NAME block. Maiden names and all previous married names of females should be entered in the AKA field, if know. **Enter client number at bottom of block.**
3. **ORIGINATING AGENCY IDENTIFIER (ORI) NUMBER BLOCK:** If the ORI block is not pre-printed, enter "AKAST0100, DPS, ANCHORAGE, AK" in this space.
4. **DATE OF BIRTH (DOB) BLOCK:** Enter DOB in month, day and year format. Fingerprint cards of persons 80 years of age or older are not processed by the F.B.I
Note: If the DOB is blank, the card will be returned without being processed.
5. **CITIZENSHIP BLOCK:** Enter "US" if a citizen of the United States; otherwise, enter correct country abbreviation.
6. **SEX BLOCK:** Sex must be indicated by either "F" (female) or "M" (male). Note: Indicate if the applicant is a Transvestite (cross-dresser) or has had a sex change operation. List any opposite sex names used in the ALIAS BLOCK.
7. **RACE BLOCK:** Race must be indicated by one of the following one-character alphabetic characters:
 - A = Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese
 - B = Black
 - I = American Indian, Alaskan Native, Eskimo
 - W = White, Mexican, Latin, Puerto Rican, Cuban Central/South American and other Spanish Cultures.
 - U = Unknown
8. **HEIGHT BLOCK:** Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch. For example, 5'11" should be entered as 511; 6'2" should be entered as 602.
9. **WEIGHT BLOCK:** Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound. For weights with only two characters, enter a zero in front of the weight; for example, 85 pounds will be entered at 085.

10. **EYE COLOR:** Indicate eye color by one of the following three-character codes:

BLACK	BLK
BLUE	BLU
BROWN	BRO
GRAY	GRY
GREEN	GRN
HAZEL	HAZ
UNKNOWN	UNK

11. **HAIR COLOR:** Indicate hair color by one of the following three-character codes:

BALD	BAL
BLACK	BLK
BLOND	BLN
BROWN	BRO
GRAY	GRY
RED	RED
SANDY	SDY
WHITE	WHI
UNKNOWN	XXX

12. **PLACE OF BIRTH (POB) BLOCK:** List the state, territorial possession, province (Canadian) or country of birth. Use the correct abbreviation for foreign countries or correctly spell the name of the country. **Do not list country as POB.**

13. **ORIGINATING AGENCY CASE NUMBER (OCA) BLOCK:**
LEAVE THIS SPACE BLANK

14. **FBI NUMBER BLOCK:** Enter the assigned FBI number for applicant, if known.

15. **ARMED FORCES NUMBER BLOCK:** LEAVE THIS SPACE BLANK.

16. **SOCIAL SECURITY NUMBER (SOC) BLOCK:** List applicant's Social Security number.

17. **MISCELLANEOUS NUMBER BLOCK:** Enter the applicant's State Identification number in this block, if known.

18. **DATE FINGERPRINTED BLOCK:** Enter the date the applicant was fingerprinted.

19. **EMPLOYER AND ADDRESS BLOCK:** Enter the name and address of the agency the applicant is applying with.

20. **REASON FINGERPRINTED BLOCK:** Clearly state the position or license sought such as school Teacher, Corrections Officer, Administrative Clerk, etc. You must also state the Alaska Statute or Federal Law Authorizing the release of criminal history information to you.

21. **SIGNATURE OF PERSON FINGERPRINTED BLOCK:** The applicant must sign here.
22. **RESIDENCE OF PERSON FINGERPRINTED:** Enter the residence address as well as mailing address if it is different. Address must be complete with City, State, and Zip Code.
23. **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:** The person who rolled the fingerprints signs here. If fingerprints are taken by a live scan device, the name of the person rolling the prints must appear in this block.

FINGERPRINT IMPRESSION BLOCKS (Individual and Simultaneous): It is very important that care 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 (note the right and left hand designations in the finger blocks) and obtain simultaneous "plain" impressions. Indicate amputated finger(s) or finger(s) missing at birth.

- All information is essential. Read the back of the fingerprint card for additional instructions.
- Using care in preparing fingerprint cards will save much more time and avoid rejected fingerprints.
- Double check your work! Is the fingerprint card completely filled out and are the fingerprints legible?

ADDITIONAL REQUIREMENTS

In order to assure that fingerprint submissions are processed in a timely manner and not rejected by either the State of Alaska or the Federal Bureau of Investigation, please assure:

1. Hand-written descriptive information is clear and legible. Illegible applicant descriptive information will result in the fingerprint card being rejected.
2. You have NOT USED highlighter pens in any area of the fingerprint card.
3. You have not written information in the "Leave Blank" areas of the fingerprint card.
4. You use FBI applicant card. **(Form FD-258)**
5. All descriptive data is complete.
6. There are not fingerprints rolled on the back of the fingerprint card.
7. Any missing or deformed fingers have been annotated. ("AMP" for amputated fingers, "DEF" for deformed fingers, etc.)
8. Rolled finger impressions are clear and fully rolled.