applicant

this card for use by:

1. law enforcement agencies in fingerprinting applicants for law enforcement positions.*
2. officials of state and local governments for purposes of employment, licensing, and permits, as authorized by state statutes and approved by the attorney general of the united states. local and county ordinances, unless specifically based on applicable state statutes do not satisfy this requirement.*
3. u.s. government agencies and other entities required by federal law.**
4. officials of federally chartered or insured banking institutions to promote or maintain the security of those institutions.

please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. hard copy fingerprint submissions must meet specific criteria for processing by the federal bureau of investigation.

- ensure all information is typed or legibly printed using blue or black ink.
- enter data within the boundaries of the designated field or block.
- complete all required fields. (if a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
- the required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - name - sex - fingerprint impressions - any applicable state stamp - other (race, height, weight, eye color, hair color)
- criminal fingerprint cards also require an arrest charge and date of arrest.
- civil fingerprint cards also require a reason fingerprinted and date fingerprinted.

1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTIFY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

** MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).