

# FINGERPRINT CARD INSTRUCTIONS

## Standard 8"x 8" FBI APPLICANT FINGERPRINT CARD

Complete the top of the fingerprint card before submitting your application

- **Do not sign the fingerprint card before your fingerprints are taken.**
- Type or clearly print all required information on the fingerprint cards using **BLACK INK**.
- Wash and thoroughly dry your fingers before fingerprinting.
- **Do not fill out the blocks titled:**
  - YOUR NO. **OCA**
  - ARMED FORCES NO. **MNU**
  - FBI NO. **FBI**
  - REASON FINGERPRINTED
  - MISCELLANEOUS NO. **MNU**
- **Name block.** The format is last name followed by a comma (,) first and middle name. Suffix denoting seniority, i.e., Jr., Sr., III, etc., follows the middle or first name.
- **Aliases (AKA) block.** List other names used that are different than the name entered in the NAME block, including maiden and previous married names of females.
- **Employer and address block.** Write the name and address of the Fingerprint technician taking the fingerprints.
- **Citizenship block.** Enter "**US**" if a citizen of the United States; otherwise, enter correct country or country abbreviation.
- **DATE OF BIRTH DOB, PLACE OF BIRTH POB, SEX, RACE, HGT (height), WGT (weight), EYES, and HAIR blocks must be completed.**
- **Place of birth block.** List the state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the country name. Do **not** list a **county** as a place of birth.
- **Race block. Use the following codes:**
  - A** (Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese)
  - B** (Black)
  - I** (American Indian, Alaska Native, Eskimo)
  - W** **Do not use the letter "C"** (White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, other Spanish cultures)
- **Height block.** Use feet and inches, not total inches. **Example: 5'11" is entered 511.**
- **Eyes/Hair blocks - To describe color of eyes and hair, use appropriate three letter code from the following list:**

| <u>EYE COLOR</u> | <u>CODE</u> | <u>HAIR COLOR</u> | <u>CODE</u> |
|------------------|-------------|-------------------|-------------|
| Black            | BLK         | Bald              | BAL         |
| Blue             | BLU         | Black             | BLK         |
| Brown            | BRO         | Blonde            | BLN         |
| Gray             | GRY         | Brown             | BRO         |
| Green            | GRN         | Gray              | GRY         |
| Hazel            | HAZ         | Red or Auburn     | RED         |
| Maroon           | MAR         | Sandy             | SDY         |
| Pink             | PNK         | White             | WHI         |
- Use **Bald (BAL)** when a person has lost most of the hair on top of the person's head.  
Use **Gray (GRY)** when most of the person's hair is gray.
- **Social Security No. block** is for your social security number.

**Do not fold or damage the fingerprint cards. Fingerprint cards cannot be processed if they have been folded, creased, or damaged. Fingerprint cards that are rejected for poor quality will require resubmission of a second set and may require a re-examination fee.**