

APPLICANT

* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

LAST NAME NAM FIRST NAME MIDDLE NAME

ALIASES AKA

O
R
I

DATE OF BIRTH DOB
Month Day Year

RESIDENCE OF PERSON FINGERPRINTED

CITIZENSHIP CTZ SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS

REASON FINGERPRINTED

ARMED FORCES NO. MNU

REF.

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. 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

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

CJIS DIVISION/CLARKSBURG, WV 26306

1. LOOP

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN
2. OFFICIALS OF STATE AND LOCAL PERMITS, AS AUTHORIZED BY STATE UNITED STATES. LOCAL AND COUNTY APPLICABLE STATE STATUTES DO NOT
3. U.S. GOVERNMENT AGENCIES AND
4. OFFICIALS OF FEDERALLY

THE SECURITY OF THOSE
Please review this helpful information to aid prevent delays or rejections. Hard copy Investigation. **Ensure all information is**

Enter data within the Complete all required fields. (If a processing.)

- The required fields for hard copy name - sex fingerprint impressions - color)

* criminal fingerprint cards
* civil fingerprint cards also

Do not use highlighters on fingerprint
Do not enter data or labels within
Ensure the 'Reply Desired'
Ensure fingerprint
Ensure fingerprint

Do not use more than two
Ensure no stray marks are

Authority: The FBI's acquisition, generally authorized under 8 6&534. Depending on the nature of statutes SXUVXDQW to Pub.L. 92-544,

KRZH YHU IDLOXUHWGRVRP D\

Social Security Account Number the same name and birth date, responsible for informing you whether solicited, and what uses will be made individuals in agency records.

Principal Purpose: Certain predicated on fingerprint-based EDFNJURXQG checks. Your SURYLGHWGRWKHHP SOR\ UHVSQRVLEOHDJHQF\

,GHQWLILFDWLRQ1 * ,\ VVHP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

LQDODQGDWHDQWILQJHUSULQWUHSRVLWRULHVRURWKHUYDLODEOHUHFUGRVIWKH HP SOR\ LQJLQYHVWLJDWLQJRURWKHUZLVHUHVSQRVLEOHDJHQF\ The FBI may retain \ RXULQJHUSULQWVDQGDVVRFLDWHGLQIRUP DWLRQELRP HWULFVLQ1 * ,

DIWHUWKHFRP SOHWLQRIRKWLVDSSOLFDFWLRQDQDQZKLOHUHWDLQHG\ RXULQJHUSULQWVP D\ FROWLQXHWREHFRP SDUHGDJDLQVWRWKHULQJHUSULQWVWVXEP LWWHG WRRUUHWDLQHG\ 1 * ,

FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.* GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE ORDINANCES, UNLESS SPECIFICALLY BASED ON SATISFY THIS REQUIREMENT.* OTHER ENTITIES REQUIRED BY FEDERAL LAW.** CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN INSTITUTIONS. In the successful processing of hard copy criminal and civil fingerprint submissions in order to fingerprint submissions must meet specific criteria for processing by the Federal Bureau of **typed or legibly printed using blue or black ink.**

boundaries of the designated field or block. required field is left blank, the fingerprint card may be immediately rejected without further fingerprint cards are: originating agency identifier number - date of birth - place of birth - any applicable state stamp -

also require an arrest charge and date of arrest. require a reason fingerprinted and date fingerprinted

cards. 'Leave Blank' areas. field is checked when applicable (criminal only). impressions are rolled completely from nail to nail. impressions are in the correct sequence. Ensure notations are made for any missing fingerprint impression (i.e. amputation). retabs per fingerprint impression block. within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at ~laison@leo.gov.

PRIVACY ACT STATEMENT
preservation, and exchange of ILQJHUSULQWVDQGDVVRFLDWHG information is

your application, supplemental authorities include Federal statutes, 6tate Presidential (executive 2 rders,DQGIHGHUDOProviding \ RXULQJHUSULQWVDQGDVVRFLDWHGLQIRUP DWLRQLVYROXQWVDU\ DIIHFWFRP SOHWLQRIRKWLVDSSOLFDFWLRQDQDQZKLOHUHWDLQHG\ RXUDSSOLFDFWLRQ

(SSAN). Your SSAN is needed to keep records accurate because other people may have Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is of it. Executive Order 9397 also asks Federal agencies to use this number to help identify

determinations, such as employment, licensing, and VHF\XULW\ FOHDUDQFHV may be fingerprints DQGDVVRFLDWHG informationELRP HWULFVP ay be LQJLQYHVWLJDWLQJRURWKHUZLVHUHVSQRVLEOHDJHQF\ The FBI may retain \ RXULQJHUSULQWVDQGDVVRFLDWHGLQIRUP DWLRQELRP DQGRUWKHFB\ for the SXUSRVHFRFRP SDULQ\ RXULQJHUSULQWVWRWKHULQJHUSULQWVWVXEP LWWHG WRRUUHWDLQHG\ 1 * ,

Routine Uses: XULQJWKHSURFHVV LQJRIWKLVDSSOLF DWLWRQDQGIRUDVORQJWKHUHDIWHUDV\ RXUILQJHUSULQWVDQGDVVRFLDWHGLQIRUP DWLWRQELRP HWULFV DUHUHWDLQHGLQ1 * \ RXULQIRUP DWLWRQP DI EHGLVFORVHG SXUVXDQWWR\ RXUFRQVHQWDOGP DI EHGLVFORVHGZLWKRXWyour consent as permitted by the Privacy Act of 1974 DQGDOODSSOLFDEOH5 RXQWLQH8 VHVVDVmay be published at any time in the Federal Register, including the 5 outline 8 ses for the 1 * \V WHP DQGWKH) B's Blanket Routine UsesRoutine uses include, but are not limited to, disclosures to: HP SOR\ LQJRYHUQP HQWDO or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

- * 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. FD-258 (REV. 9-9-13)
 2. IDENTITY 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).