



INSTRUCTIONS FOR COMPLETING THE FINGERPRINT CARD

NOTE: Use only a black ink pen to fill out the fingerprint card and see reverse side for example of required boxes to complete.

1. The complete name of the subject is to be listed as indicated: Last name, First name, and Middle name. Please ensure the name is legible if written.
2. Signature of the subject being fingerprinted is placed here.
3. List the date of birth numerically – month, day, and year. Example: May 11, 1948, should be shown as 05111948; October 15, 1930, should be shown as 10151930.
4. Current physical address (full address) of subject fingerprinted is written here.
5. Sex is to be listed M for male, and F for female, or U for unknown.
6. Race is to be listed by placing an individual into one (1) of the following categories by writing the appropriate letter in the space provided:
 - W – White
 - B - Black
 - I – American Indian or Alaskan Native
 - A – Asian or Pacific Islander
 - U – Unknown if unsure or unable to determine
7. Indicate the subject's height in feet and inches using all numerics. Example: 6'01" = 601; 6'11" = 611; 6' = 600
8. Indicate the subject's weight in pounds using all numerics. Example: 186 or 098, etc.
9. List the subject's eye color by placing one (1) of the following eye color codes in the space provided:
 - BLK (Black); GRY (Gray); BLU (Blue); BRO (Brown); GRN (Green); HAZ (Hazel); XXX (Unknown)
10. Color of hair should be indicated by writing one (1) of the following color codes in the space provided:
 - BAL – Bald (when subject has lost most of his hair or is hairless); BLK – Black; BLN – Blond; BRO – Brown; GRY – Gray or partially; RED – Red or Auburn; SDY – Sandy
11. Indicate the city and state where the subject was born. The state should be indicated by the two-digit abbreviation.
12. Indicate the date of the fingerprinting here.
13. Signature of Official taking fingerprints is written here. If you are performing the fingerprints yourself this would be your signature.
14. Enter citizenship (USA)
15. Write the Social Security number in this space.

TURN OVER FOR SAMPLE CARD WITH CORRESPONDING NUMBERS

