

*****Please Take The Fingerprint Card to Your Local Law Enforcement Agency*****
****IF AN ITEM DOES NOT APPLY TO YOU, LEAVE IT BLANK!****
Poor Quality Prints Will Be Rejected!

Instructions for Completing the Applicant Fingerprint Card Information

1. Your complete name is to be listed as indicated: last name, first name, and middle name. Please ensure the name is legible, in **BLACK ink**, if written.
2. List all alias names or nicknames, maiden name or any other married names.
3. Sex is to be listed as **M** for male; **F** for female, or **U** for unknown.
4. Race is to be listed by placing yourself 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
5. Indicate your height in feet and inches using all numbers:
Example: 6'01" = 601; 6'11" = 611; 6' = 600
6. Indicate your weight in pounds using all numbers:
Example: 186; 098; 258
7. List your eye color by placing one (1) of the following eye color codes in the space provided:

BLK – Black	GRY – Gray	MAR – Maroon
BLU – Blue	GRN – Green	PNK – Pink
BRO – Brown	HAZ – Hazel	XXX – Unknown
8. Color of hair should be indicated by writing one (1) of the following color codes in the space provided:

BLK – Black	GRY – Gray or partially gray
BLN – Blonde or Strawberry	RED – Red or Auburn
BRO – Brown	SDY – Sandy
BAL – Bald (when subject has lost most of their hair or is hairless)	
9. List your date of birth numerically – month, day, and year
Example: May 11, 1948 = 05111948; October 15, 1930
10. Indicate, if possible, the city and state where you were born. The state should be indicated by the two letter abbreviation.
11. **Your current residence address.**
12. **Employer and address apply to your employer and your employer's address, not the person taking your fingerprints. If there is no current employer leave this space blank.**
13. **Write your Social Security number in the space. Your Social Security number is VERY important identifier.**