

Instruction Sheet for Completing the Fingerprint Card

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 written here.
3. List any and all alias names or nicknames, maiden name or any other married names.
4. 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.
5. Current residence of subject fingerprinted is written here.
6. Sex is to be listed M for male, and F for female, or U for unknown.
7. 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

8. Indicate the subject's height in feet and inches using all numerics.
Example: 6'01" = 601; 6'11" = 611; 6' = 600
9. Indicate the subject's weight in pounds using all numerics.
Example: 186 or 098, etc.
10. 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

11. 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

12. Indicate the city and state where the subject was born. The state should be indicated by the two-digit abbreviation.
13. Indicate the date of the fingerprinting here.
14. Signature of Official taking fingerprints is written here.
15. Write the Social Security number in this space. The Social Security number is a very important identifier.

