



## Fingerprint Card Instructions

These are general instructions for filling out standard FBI FD-258 fingerprint cards. Consult your employer or requesting agency for industry specific instructions for ORI and Reason Fingerprinted entries.

Type or print all information in **BLACK INK**. Do not bend or fold the fingerprint card. Incorrect or incomplete information may result in delay or rejection

### **SIGNATURE OF PERSON FINGERPRINTED**

Signature should match the name printed at the top of the card

### **RESIDENCE OF PERSON FINGERPRINTED**

Enter complete residential address, no PO boxes

### **DATE & SIGNATURE OF OFFICIAL TAKING FINGERPRINTS**

Leave blank, official will sign here

### **EMPLOYER AND ADDRESS**

Enter potential employer and address

### **REASON FINGERPRINTED**

See your instructions or enter position or license sought, leave blank if you are unsure

### **NAM-NAME (As it appears on ID)**

Last Name, First Name Full Middle Name  
Doe, Jeffrey Mark Jr.  
Suffixes (i.e. Jr., Sr., III, etc.) should follow the middle OR first name.

### **AKA-ALIASES**

Other names used that are different from the NAME block. For women, enter maiden names. If your signature and NAME block don't match, enter the name as it appears in your signature.

### **ORI-ORIGINATING AGENCY IDENTIFIER**

Enter requesting agency's ORI number  
This number may be preprinted on your card if you received your cards directing from the agency your results are going to. If you don't have an ORI#, contact the agency requesting your fingerprints.

### **CTZ-CITIZENSHIP**

Enter current country of citizenship (i.e. U.S, Canada, Mexico)

### **YOUR NO. OCA**

Leave blank

### **FBI NO. FBI**

Leave blank

### **ARMED FORCES NO.**

Leave blank

### **SOCIAL SECURITY NO. SOC**

Enter Social Security Number

### **MISCELLANEOUS NO. MNU**

Leave blank



**SEX**

M: Male      F: Female

**RACE**

Enter appropriate code, choose **one**:

- A Asian or Pacific Islander**      **Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or Pacific Islander**
- B Black**      **A person having origins in any of the black racial groups of Africa**
- I American Indian or Alaskan Native**      **American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition**
- U Unknown**      **Of Indeterminable Race**
- W White**      **Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.**

**HGT-Height**

Expressed in feet and inches - enter height in three (3) digits (If 6'0", write 600)

**WGT- Weight**

Expressed in pounds. Enter weight in three (3) digits (If 95lbs, write 095)

**Eye color**

If your eyes are...	Enter...
Black	<b>BLK</b>
Blue	<b>BLU</b>
Brown	<b>BRO</b>
Gray	<b>GRY</b>
Green	<b>GRN</b>
Hazel	<b>HAZ</b>
Maroon	<b>MAR</b>

**Hair color**

If your hair is...	Enter...
Bald	<b>BLD</b>
Black	<b>BLK</b>
Blonde (or strawberry)	<b>BLN</b>
Brown	<b>BRO</b>
Gray (or partially gray)	<b>GRY</b>
Orange	<b>ONG</b>
Purple	<b>PLE</b>
Pink	<b>PNK</b>
Red (or auburn)	<b>RED</b>
Sandy	<b>SDY</b>
White	<b>WHI</b>

**DATE OF BIRTH DOB**

MM/DD/YYYY

**PLACE OF BIRTH POB**

If you were born within the U.S.: Enter the state (e.g., WA, CA, FL)

If you were born outside the U.S.: Enter country name only (e.g., Canada, Mexico, Japan)