

# Filling Out Your Fingerprint Card

Please fill out the areas that require your personal information. **Both you and the official assisting with your fingerprints must sign the cards.** Mail 2 completed fingerprint cards to the address listed below. If you are a pre-hire, please take a copy of your offer letter and this email with you when you have your fingerprints taken.

## **SAMPLE FINGERPRINT CARD** (Including mandatory fields)

<b>APPLICANT</b>		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK
			LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME					
			<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>					
SIGNATURE OF PERSON FINGERPRINTED (SIGNATURE OF PERSON FINGERPRINTED)			ALIASES <u>AKA</u>	O R I						
RESIDENCE OF PERSON FINGERPRINTED			List all aliases Last, First Middle					DATE OF BIRTH <u>DOB</u> Month Day Year		
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS (SIGNATURE OF OFFICIAL)	CITIZENSHIP <u>CTZ</u>	<u>SEX</u>	<u>RACE</u>	<u>HGT</u>	<u>WGT</u>	<u>EYES</u>	<u>HAIR</u>	PLACE OF BIRTH <u>POB</u> City, State – or Foreign Country	
Date			(See Below for Codes)							
EMPLOYER AND ADDRESS		YOUR NO. <u>OCA</u>	LEAVE BLANK							
Employer Name Employer Address		FBI NO. <u>FBI</u>	CLASS _____							
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>	REF. _____							
Reason Fingerprinted		SOCIAL SECURITY NO. <u>SOC</u>	Social Security #							
		MISCELLANEOUS NO. <u>MNU</u>								

**ALL FINGERS MUST BE ACCOUNTED FOR. ANNOTATE ANY AMPUTATIONS OR BANDAGES.**

**WEIGHT**

Whole Pounds Only  
If weight is unknown - enter 000  
If weight is in excess of 499 - enter 499

**SEX**

Male - M  
Female - F

**HEIGHT**

Whole Inches Only  
If entering inches only -  
Ex. 5ft. 11in = IN71  
If entering feet and inches -Ex. 5 ft 11in = 511

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

<u>If Subject Is</u> (Predominate Race)	<u>Enter Code</u>
Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander	A
A person having origins in any of the black racial groups of Africa	B
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	I
Of interminable race	U
Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race	W

<u>Eye Color</u>	<u>Code</u>
Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

<u>Hair Color</u>	<u>Code</u>
Bald	BAL
Black	BLK
Blond or Strawberry	BLN
Brown	BRO
Gray or Partially Gray	GRY
Red or Auburn	RED
Sandy	SDY
White	WHI
Unknown	XXX
Blue	BLU
Green	GRN
Orange	ONG
Pink	PNK
Purple	PLE

**Mail completed fingerprint cards to:**  
LMSecurity Operations Center  
100 Global Innovation Circle, MP801  
Orlando, FL 32825