

Instruction for completing the personal information on the fingerprint forms

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (REV.12-10-07) SIGNATURE OF PERSON FINGERPRINTED RESIDENCE OF PERSON FINGERPRINTED DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS EMPLOYER AND ADDRESS REASON FINGERPRINTED DSS/SWFT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME NAM FIRST NAME MIDDLE NAME		FBI LEAVE BLANK
	ALIASES AKA CITIZENSHIP CTZ YOUR NO. OCA DSS FEI NO. FEI ARMED FORCES NO. MNU SOCIAL SECURITY NO. SOC MISCELLANEOUS NO. MNU	O R I	SEX RACE HGT. WGT. EYES HAIR LEAVE BLANK	DATE OF BIRTH DOB <small>Month Day Year</small>

All fields below (highlighted in yellow above) must be filled out on the Fingerprint Form in order to be processed. Be sure to fill out both forms. Please print legibly and use BLACK INK.

1. Last Name
2. First Name
3. Signature of Person Being Fingerprinted – You must sign this section when your fingerprints are applied to the card/form. This signature should be your full legal name, and it must be signed in the presence of the person taking your fingerprints, so do not sign the card before you get your fingerprints captured.
4. **Date of Birth** – Date of Birth should be entered MM/DD/YYYY.
5. **Sex** – Use M for Male and F for Female.
6. **Race** – Use the following for race.

W-White	I – American Indian or Alaskan Native
H- Hispanic	A - Asian
B – Black	

7. **HGT** (Height) – Enter height in feet and inches- for example 5’5”.
8. **WGT** (Weight) – Enter weight in pounds – for example 140.
9. **Eyes** – Use the following abbreviations for Eye Color:

BLK – Black	GRN – Green
BLU – Blue	GRY – Gray
BRO – Brown	HZL – Hazel

10. **Hair** – Use the following abbreviations for Hair Color:

BLK – Black	GRY – Grey/partially grey
RED – Red	BLD - Blonde
WHI – White	BAL – Bald
BRO – Brown	

11. **Place of Birth (POB)** – Enter the US state of the country of birth if place of birth is out of the US.
12. **Social Security Number (SOC)** – Enter the social security number of the person being fingerprinted.

Questions? Call 1-866-361-9944 or email us at info@accuratebiometrics.com