# Applicant fingerprint cards (FBI form FD-258)

The fingerprint card must be completed by typing or clearly printing all information in black ink.  Ink of other colors or pencil entries are not acceptable.  The following directions correspond to the circled numbers on the fingerprint card illustrations.

The following instructions are keyed to the circled numbers on the example illustrations.

1. *Last Name, First Name, Middle Name:* In the order listed on the card, enter all elements of the subject's full legal name.  Do not modify any portion of the subject's name to fit local convention.  For example, if the applicant's identification shows the suffix "II," do not change it to "Jr." on the card.  If the last name is hyphenated, do not drop either name.  Record what you have.

2. *Signature of Person Fingerprinted:*   Have the applicant sign their full name, using a ball-point pen.

3. *Aliases:* List all other names the applicant has used; both aliases and maiden name(s).  Maiden names and last names from previous marriages are particularly valuable cross-references for the Central Repository.
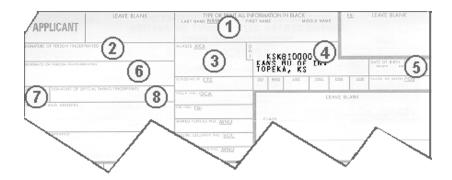


**Figure 1  -  Applicant Fingerprint Card (FD form 258)**

4. *ORI:* Don't change or add to this field.  If there is no entry, leave this field blank.  If

there is a pre-printed address, leave the address as it appears.

5. *Date of Birth:* Enter as **MMDDYY**. Be sure that the month and day entries are not transposed.

6. *Residence of Person Fingerprinted:* List the current full mailing address.

7. *Date:* Enter the date the applicant fingerprint card is completed.

8. *Signature of Official Taking Fingerprints:* The person who rolls the fingerprints must sign this entry, with his/her printed name underneath the signature.

9. *Citizenship:* Enter **US** for United States citizens. For foreign citizens, write in the full name of the country.

10. *Sex:* Either **M** (male) or **F** (female).

11. *Race:* Use one of the following one-character codes. Note that "Hispanic" is not included in this list. For the purposes of maintaining the Central Repository database, Hispanic is considered an ethnicity. Hispanics generally identify themselves as either "white" or "black."

    **A**  Asian
    **B**  Black/African-American
    **I**  American Indian or Alaskan Native
    **W**  White/Caucasian
    **U**  Unknown (Please try to avoid this code; it doesn't help the record check)

12. *Height:* Enter the subject's stocking feet height in feet and inches, using a total of three digits. (for example, 5'08")

13. *Weight:* Enter weight in pounds and round to the nearest pound; do not record fractions of pounds.

14. *Eyes:* Use one of the following three-character abbreviations to record the subject's eye color. Be sure to record the actual, natural eye color and not the color of tinted contact lenses:

    **BLK**  Black            **GRN**  Green
    **BLU**  Blue             **HAZ**  Hazel
    **BRO**  Brown            **XXX**  Unknown (or other than
    **GRY**  Gray                      above)

15. *Hair:*  Use one of the three-character codes as listed below:

| | | | |
|---|---|---|---|
| **BAL** | Bald | **MUL** | Multi-colored |
| **BLK** | Black | **ONG** | Orange |
| **BLN** | Blonde | **RED** | Red |
| **BLU** | Blue | **SDY** | Sandy |
| **BRO** | Brown | **WHT** | White |
| **GRN** | Green | **XXX** | Unknown (or other than |
| **GRY** | Gray (or partially gray) | | above) |

16. *Place of Birth:* Enter the subject's place of birth, if known.  Include the city and state (or country).



17.  *Employer:* Complete this in sufficient detail to permit later identification and contact.

18. *Your No.(OCA):* Leave this block blank.
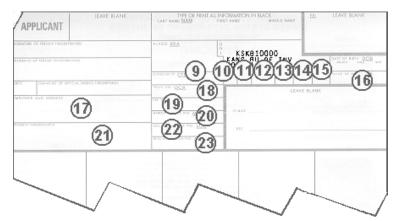
19. *FBI Number:*  Leave this block blank.

**Figure 2 -  Applicant Fingerprint Card (FD form 258)**

20. *Armed Forces No. (MNU):* Leave this block blank.

21. *Reason Fingerprinted:* This entry is used to identify the purpose for which the record check is being conducted. The most common entries are:

> **Employment**
> **Volunteer**
> **Licensing for (specify purpose)**
> **Certification for (specify purpose)**

22.  *Social Security Account Number (SSAN):* Include this number if it is available.  The identification process will benefit from this information.  However, it is not essential that the SSAN be provided.

23. *Miscellaneous Numbers:*  If you have the subject's driver's license number (**DL**), then please add it here.  Be sure to include the issuing state.  If you don't have the DL, leave this block blank.