

Instructions for Fingerprint Submission

- Provide fingerprints for required investigations as early in the process as possible
- Fingerprint cards must be provided for all new hires, upgrades for positions of public trust as well as clearance level upgrades. Contact your security office or refer to the requester guide for detailed information regarding these requirements
- If available, use an approved Digital Fingerprint System
- Ensure that the person taking the fingerprints verifies all information required on the card as identified in the provided samples matches that of the individual being fingerprinted to include accurate verification of the subject's social security number
- Double-check prints taken using a hard-card for the required completeness and clarity standards
- Use the SF87 form for civilians and military service members
- Use the FD258 form for contractor personnel
- If submitting a hard-card to the PSI Center of Excellence mail them to:

**B3240/2201
Aberdeen Blvd
APG MD 21005-5001**

- If you are transmitting the prints electronically using a digital fingerprint machine, please do not mail a printed hard-card for the same individual to the CoE
- If sending a hard-card only, use the federal fingerprint card, form SF87(military or federal civilian) or FD258 (contractor), DO NOT use state of foreign national fingerprint cards

SF87 and FD258 form instructions can be found on the following pages.

Federal Employee and Military Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE INITIAL <p style="text-align: center; font-weight: bold;">1</p>	FBI	LEAVE BLANK					
SIGNATURE OF PERSON FINGERPRINTED <p style="text-align: center; font-weight: bold;">2</p>		O R USOPMOOOZ - FIPC BOYERS, PA I							
RESIDENCE OF PERSON FINGERPRINTED		SERIAL NO. (OPM USE ONLY) <u>OCA</u>		DATE OF BIRTH <u>DOB</u> MONTH DAY YEAR <p style="text-align: center; font-weight: bold;">12</p>					
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <p style="text-align: center; font-weight: bold;">3</p>	ALIASES <u>AKA</u>	SEX <u>5</u>	RACE <u>6</u>	HGT. <u>7</u>	WGT. <u>8</u>	EYES <u>9</u>	HAIR <u>10</u>	PLACE OF BIRTH <u>POB</u> <p style="text-align: center; font-weight: bold;">11</p>
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS			LEAVE BLANK				
POSITION TO WHICH APPOINTED		FBI NO. <u>FBI</u>			CLASS _____				
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE)		SOCIAL SECURITY NO. <u>SOC</u> <p style="text-align: center; font-weight: bold;">4</p>			REF. _____				

1. NAM

Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.

2. SIGNATURE OF PERSON FINGERPRINTED

Signature of person fingerprinted (legal name).

3. DATE and SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

Signature and date of OFFICIAL taking fingerprints.

4. SOC

Applicants' full social security number.

5. SEX

Enter "M" for male or "F" for female.

6. RACE *NOT REQUIRED*

Enter the applicable code:

- American Indian or Native -- I
- Asian or Pacific Islander -- A
- Black -- B
- White -- W
- Unknown or Other -- U

7. HGT

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".

Example:

for 5' 11" enter 511

for 6' 1" enter 601

8. WGT

Must include three numeric characters. Enter applicant's weight in pounds.

Example:

for 94 pounds – enter 094

for 186 pounds –enter 186

9. EYES

Must include three letter code:

<u>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

10. HAIR

Must include three letter code:

<u>Color</u>	<u>Code</u>
Bald	BAL
Black	BLK
Blonde or Strawberry	BLN
Brown	BRO
Gray	GRY
Red	RED
Sandy	SDY
White	WHT

11. POB (Place of Birth)

Enter applicable state (US or Mexico) or province (Canada) from the POB listing.

12. DOB (Date of Birth)

Must include full DOB (xx/xx/xxxx).

Enter applicant's date of birth in order of month, day, and year.

Example:

January 1, 1965 = 01/01/1965

October 31, 1983 = 10/31/1983

Contractor Fingerprint Card - Numbered Fields are Required and Must be Fully Completed in Accordance With The Provided Instructions.

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK	
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME						
		1								
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I						
2								DATE OF BIRTH <u>DOB</u> Month <u>12</u> Day Year		
RESIDENCE OF PERSON FINGERPRINTED		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>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		5	6	7	8	9	10	11	
3		YOUR NO. <u>OCA</u>		LEAVE BLANK						
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		CLASS _____ REF. _____						
		ARMED FORCES NO. <u>MNU</u>								
		SOCIAL SECURITY NO. <u>SOC</u>								
		MISCELLANEOUS NO. <u>MNU</u>								
REASON FINGERPRINTED		4								

1. NAM

Full name in following order, LAST, FIRST, MIDDLE. Initials are NOT acceptable. If applicant has no middle name, enter NMN for the MIDDLE.

2. SIGNATURE OF PERSON FINGER-PRINTED

Signature of person fingerprinted (legal name).

3. DATE and SIGNATURE OF OFFICAL TAKING FINGERPRINTS

Signature and date of OFFICAL taking fingerprints.

4. SOC

Applicants' full social security number.

5. SEX

Enter "M" for male or "F" for female.

6. RACE *NOT REQUIRED*

Enter the applicable code:

- American Indian or Native -- I
- Asian or Pacific Islander -- A
- Black -- B
- White -- W
- Unknown or Other -- U

7. HGT

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".

Example:

for 5' 11" enter 511

for 6' 1" enter 601

8. WGT

Must include three numeric characters. Enter applicant's weight in pounds.

Example:

for 94 pounds – enter 094

for 186 pounds –enter 186

9. EYES

Must include three letter code:

<u>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

10. HAIR

Must include three letter code:

<u>Color</u>	<u>Code</u>
Bald	BAL
Black	BLK
Blonde or Strawberry	BLN
Brown	BRO
Gray	GRY
Red	RED
Sandy	SDY
White	WHT

11. POB (Place of Birth)

Enter applicable state (US or Mexico) or province (Canada) from the POB listing.

12. DOB (Date of Birth)

Must include full DOB (xx/xx/xxxx).

Enter applicant's date of birth in order of month, day, and year.

Example:

January 1, 1965 = 01/01/1965

October 31, 1983 = 10/31/1983

CTZ (Citizenship) CODES

USE FOR POB ONLY IF NOT USA, MEXICO, OR CANADA

AFGANISTAN	AF	GREAT BRITIAN (see EN,SS, and WB)	PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	POLAND	PO
ALBANIA	AA	GREENLAND	PORTUGAL	PT
ALGERIA	AN	GRENADA		
ANDORRA	AD	GUADELOUPE	QUTAR	QA
ANGOLA	AO	GUATEMALA		
ANTARTICA	AY	GUINEA	REUNION	RE
ANTIGUA	AI	GUIANNA/GUYANA	RHODESIA	RH
ARGENTINA	AT		RUMANIA (Romania/Roumania)	RU
AUSTRALIA	AS	HAITA	RUSSIA (see USSR)	SX
AUSTRIA	AU	HOLLAND (see NE)	RWANDA	RW
		HONDURAS		
BAHAMA ISLANDS	BD	DONG KONG	SAN MARINO	SH
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	SAUDI ARABIA	SB
BARBADOS	BB		SCOTLAND	SS
BELGIUM	BG	ICELAND	SENEGAL	SG
BERMUDA	BM	ITALY (including Sicily)	SEYCHELLES	SE
BHUTAN	BN		SIERRA LEONE	SA
BOLIVIA	BV	JAMAICA	SIKKIM	SK
BOTSWANA	BT	JAPAN	SINGAPORE	SR
BRAZIL	BZ	JORDAN	SOMALIA	SM
BRUNEI	BX	KENYA	SOUTH AFRICA	SF
BUGARIA	BU	KOREA	SOUTHERN YEMEN	ST
BURMA	BR	KUWAIT	SOUTH-WEST AFRICA	SJ
BURUNDI	BI		SOVIET UNION	SX
		LAOS	SPAIN	SP
CAMBODIA	CJ	LATVIA	SUDAN	SU
CAMEROON	CM	LEBANON	SVALBARD	SV
CANADA (not for POB)	CD	LESOTHO	SWAZILAND	SW
CAPE VERDE	CV	LIBERIA	SWEDEN	SQ
CAYMAN ISLANDS	CP	LIBYA	SWITZERLAND	SZ
CENTRAL AFRICAN REPUBLIC	CW	LIECHTENSTEIN	SYRIA	SY
CEYLON	CY	LITHUANIA		
CHAD	CF	LUXEMBOURG	TANZANIA	TZ
CHILE	CN		THAILAND	TH
COLUMBIA	CB	MALAGASY REPUBLIC	TOGO	TO
CONGO (Brazzaville or Kinshasa)	CX	(including Madagascar)	TONGA	TH
COSTA RICA	CR	MALAWI	TRINIDAD and TOBAGO	TT
CUBA	CC	MALAYSIA	TRUCIAL STATES	TC
CYPRUS	CS	MALDIVES	TUNISIA	TU
CZECHOSLOVAKIA	CK	MALI	TURKEY	TY
		MALTA		
DAHOMEY	DH	MAURITANIA	UGANDA	UG
DENMARK	DK	MEXICO (not for POB)	UNITED ARAB REPUBLIC	UA
DOMINICA	DM	MONACO	UNITED KINGDOM	
DOMINICAN REPUBLIC	DR	MONGOLIA	(see EN, SS, WL, or NI)	
		MORROCO	UNITED STATES OF AMERICA	USA
EAST GERMANY/EAST BERLIN	EM		UPPER VOLTA	UV
ECUADOR	EU	NAMIBIA (See SJ)	URUGUAY	UY
EGYPT	EY	NAURU	USSR	SX
EL SALAVADOR	EL	NEPAL		
ENGLAND	EN	NETHERLANDS	VENEZUELA	VZ
EQUATORIAL GUINEA	EK	NEW CALEDONIA	VIETNAM	VM
ESTONIA	ES	NEW ZEALAND		
ETHIOPIA	ET	NIGER	WALES	WL
		NIGERIA	WEST GERMANY/WEST BERLIN	WG
FIJI ISLANDS	FJ	NORTHERN IRELAND	WEST INDIES	WN
FINLAND	FK	NORWAY	WESTERN SAMOA	WS
FRANCE	FN			
		PAKISTAN	YEMEN	YE
GABON	GB	PANAMA	YUGOSLAVIA	YG
GAMBIA		PARAGUA		
GERMANY (see EM and WG)	GE	PERU	ZAMBIA	ZM
GHANA	GG	PHILIPPINES	ALL OTHERS	YY