HOW TO COMPLETE FINGERPRINT CARD

Be sure the following highlighted information is completed on the applicant fingerprint card. The Department of Justice specifically requests the items be filled in as listed below: #1 – 8.

1. Your Signature

2. Current Address: Full Street Number & Street, City, State, Zip

3. Your Full Name. Ex: Robinson, Marilyn S.
   Print your name clearly to ensure it’s spelled correctly during processing.

4. Aliases: Maiden Name, or any other names previously used. No need to list nicknames (i.e., Liz for Elizabeth, or Jack for John, etc.)

5. Citizenship: USA or Foreign Country of citizenship


7. Date of Birth: mm/dd/yyyy

8.

<table>
<thead>
<tr>
<th>SEX</th>
<th>RACE</th>
<th>HGT</th>
<th>WGT</th>
<th>EYES</th>
<th>HAIR</th>
<th>Place of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>M = Male</td>
<td>I = American Indian or AK native</td>
<td></td>
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</tr>
<tr>
<td>F = Female</td>
<td>A = Asian or Pacific Island, India</td>
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</tr>
<tr>
<td>U = Unknown</td>
<td>B = Black</td>
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<td></td>
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</tr>
<tr>
<td>W = White, Caucasian</td>
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<td></td>
<td></td>
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<tr>
<td>U = Unknown</td>
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</tr>
<tr>
<td>Hispanic = use most similar race code</td>
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</tbody>
</table>

**PLACE OF BIRTH:**

- State or Country you were born
- Black = BLK
- Bald = BLD
- Brown = BRO
- Blond = BLN
- Caucasian = SCR
- Hispanic = use most similar race code
- Multicolor = MUL
- Multiracial = MUL
- Native American = NAT
- Native Hawaiian = NAT
- Other = OTH
- Other = OTH
- Unknown = XXX
- Red/Auburn = RED
- Sandy = SDY
- White = WHT
- Unknown = XXX