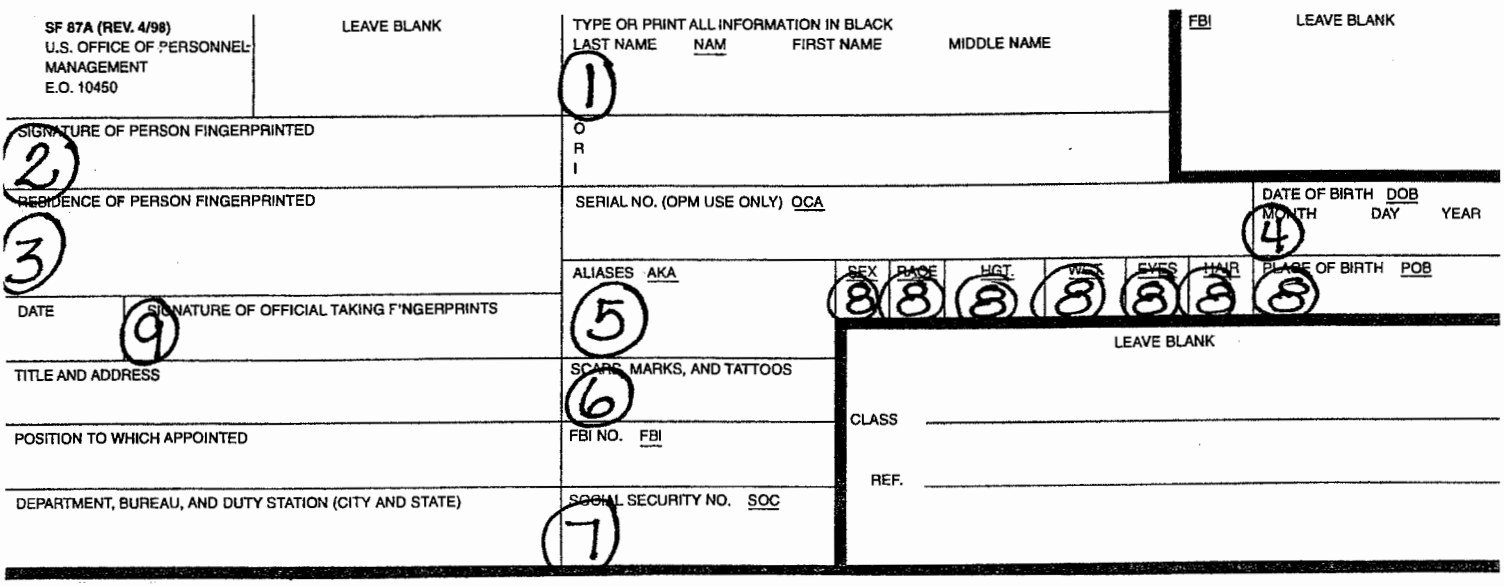
FINGERPRINT CARD INSTRUCTION SHEET

You may have your fingerprints taken at the nearest DHS office on an appointment basis, your local police or sheriff's department, or other business that performs this service. <u>The only fingerprint cards that will be accepted are the ones attached to this sheet.</u> Three sets are required. Charges incurred for fingerprints will not be reimbursed.

The information you provide on the top half of the attached cards should be typed or legibly printed in <u>black ink</u>. The top half of each card must be filled out completely according to the instructions. Each card must contain your signature, your fingerprints, and the signature of the official taking the prints.

(1) Last name, first name, and full middle name.
(2) Complete signature to include your middle name.
(3) Mailing address to include zip code.
(4) Date of birth. Should be listed as month, day, and year. Use the numbers 1-12 to indicate month.
(5) List any alias(es), i.e., maiden name, name(s) by former marriage or nickname(s).
(6) List any noticeable scars, marks and tattoos (be brief).
(7) List your Social Security Number.
(8)

Sex	M or F
Race	Abbreviate
Height	Annotate in feet and inches
Weight	Annotate in pounds
Eyes	Color of eyes, abbreviate as shown below
Hair	Color of hair, abbreviate as shown below
Place of Birth	City and State. If born outside of the United States, list City and Country.

EYE COLOR		HAIR COLOR	
BLK - Black	GRN - Green	BAL - Bald	GRY - Gray
BLU - Blue	HAZ - Hazel	BLK - Black	RED - Red or Auburn
BRO - Brown	GRY - Gray	BLN - Blonde or Strawberry	SDY - Sandy
XXX - Other		BRO - Brown	WHI - White
			XXX - Other

(9) **Signature of Official taking fingerprints is required.**