

EXAMPLE

EXAMPLE FINGERPRINT VERIFICATION FORM

This form is an example only. Modify the instruction steps to reflect your agency's approved process and insert agency-specific requirements/instructions where needed. Steps should include a method to prevent the applicant from tampering with the finished card such as the sealed envelope system or having the technician retain the card for later mailing or pickup. Additional instructions to the applicant might include items such as being printed only at specific locations or cautions that the fingerprints will be rejected if the envelope has been unsealed when received by your agency. It is not required that the envelope be sealed, but it is a recommendation by the FBI Compact Council.

FINGERPRINT VERIFICATION FORM

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints. If individual is being printed via livescan, please do NOT fill out card prior to being fingerprinted.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. Please print clearly.
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant. *Do not give the applicant the card without first sealing it inside the envelope.*

PRINT the following information:

Date	Name of Applicant
Name of Fingerprint Technician (PRINT):	
Fingerprint Technician's Agency/Company Name	
Type of Photo ID provided (check one): <input type="checkbox"/> Driver's License/MVD Issued ID <input type="checkbox"/> Other (Please specify) <input type="checkbox"/> Passport	