

This is to assist you in filling out the Fingerprint Card for submission to the FBI. To actually submit the request, you must visit the FBI's website and follow the instructions for the submission option you have selected: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

INSTRUCTIONS FOR FINGERPRINT CARD

Fingerprint cards can be obtained at your local law enforcement agencies or, from the Utah State Bar. Some law enforcement agencies may charge a small fee for fingerprinting service. Attach your fingerprints to the Federal Bureau of Investigation form. **DO NOT FOLD OR STAPLE.** Enclose the processing fee payable by **CERTIFIED CHECK** or **MONEY ORDER**. Do not send a personal check. **Complete the information on the top half of the card as follows:**

FINGERPRINT CARD SECTION NAME	INFORMATION YOU MUST ENTER
Signature of Person Fingerprinted	Your signature
Residence of Person Fingerprinted	Your current address
Date/Signature of Official Taking Fingerprints	Ensure that you get a signature
Employer and Address	You may indicate your law school if you are a student, otherwise enter your employer
Reason Fingerprinted	Enter "Personal Review"
Last Name, First Name, etc.	Enter your information. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.
Aliases <u>AKA</u>	Enter all names by which you have been known (maiden, etc.)
Citizenship <u>CTZ</u>	Enter U.S. if citizen of United States, otherwise enter correct country abbreviation.
Your OCA No. <u>OCA</u>	Leave Blank
FBI No. <u>FBI</u>	Leave Blank
Armed Forces No. <u>MNU</u>	Leave Blank
Social Security No. <u>SOC</u>	Enter your Social Security Number
Miscellaneous No. <u>MNU</u>	Leave Blank
Date of Birth <u>DOB</u>	Enter in numerals (very important to complete this section)
Sex	Enter M or F
Race	Enter A (Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese); B (Black, African American, African); I (American Indian, Alaskan Native, Eskimo); U (Unknown, all other races not listed); W (White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, and other Spanish origin)
HGT	Enter your height
WGT	Enter your weight
EYES	Enter your eye color
HAIR	Enter your hair color
Place of Birth <u>POB</u>	Enter your place of birth