

ALABAMA JUSTICE INFORMATION COMMISSION  
ADMINISTRATIVE CODE

CHAPTER 265-X-2  
SECURITY AND CONFIDENTIALITY OF CRIMINAL JUSTICE INFORMATION

265-X-2-AC      Appendix C - Instructions For Law Enforcement  
Official Taking Applicant Fingerprints And Sample  
Of FBI "Applicant" Fingerprint Card FD-258 (Rev  
12-10-07) .

**Instructions for Law Enforcement Official taking applicant  
fingerprints and sample of FBI "Applicant" Fingerprint Card FD-258  
(Rev 12-10-07)**

Individual citizens may request, and may be provided with, classifiable sets of their own fingerprints to accompany a request for his/her own Alabama criminal history record information (CHRI) from the Alabama Criminal Justice Information Center (ACJIC) in accordance with procedures established by the statewide ACJIC Commission in Section 265-X-2 of the *Alabama Administrative Code*.

One of the requirements in these procedures requires the individual to provide a classifiable set of his or her own fingerprints, taken by an authorized law enforcement agency with an FBI-issued ORI, with his or her application to Review or Challenge his or her own Alabama criminal history. This permits positive identification and insures that the proper criminal record is reviewed and/or challenged.

1. The individual you are fingerprinting should provide proper identification to your agency upon request.
2. This individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card). Please insure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card.
3. Return the completed fingerprint card to the applicant, as it is the APPLICANT's responsibility to mail the completed CHRI request form, along with his/her own fingerprint card and the other required documents to:

*Alabama Criminal Justice Information Center*

*P.O. Box 300660*

*Montgomery, Alabama 36130-0660, ATTN: Director.*

4. If you have any questions, please call the Crime Statistics and Information Division of the Alabama Criminal Justice Information Center at (334) 517-2450, or you may contact the FBI's Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at [liaison@leo.gov](mailto:liaison@leo.gov)

## Sample of FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)

APPLICANT <small>* See Privacy Act Notice on Back</small> FD-258 (REV. 12-10-07)		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME    NAM    FIRST NAME    MIDDLE NAME										FBI		LEAVE BLANK			
SIGNATURE OF PERSON FINGERPRINTED				ALIASES AKA		OR I									DATE OF BIRTH    DOB Month    Day    Year				
RESIDENCE OF PERSON FINGERPRINTED				CITIZENSHIP    CTZ			SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH	POB					
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			YOUR NO.    OCA		LEAVE BLANK CLASS _____ REF _____													
EMPLOYER AND ADDRESS				FBI NO.    FBI															
				ARMED FORCES NO.    MNU															
REASON FINGERPRINTED				SOCIAL SECURITY NO.    SOC															
				MISCELLANEOUS NO.    MNU															
1. R. THUMB				2. R. INDEX				3. R. MIDDLE				4. R. RING				5. R. LITTLE			
6. L. THUMB				7. L. INDEX				8. L. MIDDLE				9. L. RING				10. L. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY								L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

1110-0046 3/21/2010

## FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

CJIS DIVISION/CLARKSBURG, WV 26306

# APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.  
Enter data within the boundaries of the designated field or block.  
Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

\* The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex - fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)

\* criminal fingerprint cards also require an arrest charge and date of arrest.  
\* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.  
Do not enter data or labels within "Leave Blank" areas.  
Ensure the "Reply Desired" field is checked when applicable (criminal only).  
Ensure fingerprint impressions are rolled completely from nail to nail.  
Ensure fingerprint impressions are in the correct sequence.  
Ensure notations are made for any missing fingerprint impression (i.e. amputation).  
Do not use more than two retake per fingerprint impression block.  
Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the internet by accessing the FBI's website at: [fbi.gov](http://fbi.gov), click on "Fingerprints", then click on "Ordering Fingerprint Cards & Training Aids". Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-6950 or by e-mail at [rlabson@doj.gov](mailto:rlabson@doj.gov).

### PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-20; Pub.L. 101-604; and Executive Orders 12450 and 12959. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

**Social Security Account Number (SSAN):** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long thereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparison against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

**Routine Uses:** The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-DOJ) and the FBI's Biometric Routine Uses (Justice/FBI-DOJ). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks, and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

**Additional Information:** The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

### INSTRUCTIONS:

- \* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTITY OF PRIVATE CONTRACTOR SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

\*\* MISCELLANEOUS NO. - RECORD; OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).

FD-258 (REV. 12-10-07)

Author:

Statutory Authority: Code of Ala. 1975, §41-9-594.

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