# APPLICANT

FD-258 11

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Year

CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

DOC

MNU

SOCIAL SECURITY NO. SOC

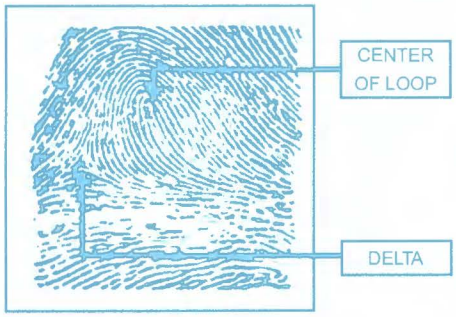
MNU

LEAVE BLANK

# FEDERAL BUREAU OF INVESTIGATION
# UNITED STATES DEPARTMENT OF JUSTICE
## CJIS DIVISION/CLARKSBURG, WV 26306

# APPLICANT

1 LOOP




THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2 WHORL

THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3 ARCH

ARCHES HAVE NO DELTAS

FD-258 (REV. 3-1-10)

GPO U.S. GOVERNMENT PUBLISHING OFFICE: 08/10/2015 13 08 31

## 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.*

* Fingerprinting is also permitted pursuant to federal statutes governing persons and entities doing business with, regulated by, or seeking a license or permit issued by the Federal Government where the federal government is authorized to obtain fingerprints but has not promulgated regulations. In such instances, fingerprint submissions must be made through an authorized channeling agency.

**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.**

* Fingerprint cards are forwarded to the FBI's Criminal Justice Information Services Division (CJIS) for processing. Fingerprint submissions in order to present criminal or civil history records in connection with their search efforts in processing by the Federal Bureau of Investigation.

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**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 retabs per fingerprint impression block.**
**Ensure no stray marks are within the fingerprint impression blocks.**

Speedy will can be expected if you submit to assessing the FBI's results in "Rolled" Fingerprints. See page or Delaying Fingerprint Cards, dating back. Every attempt to the Identification and Investigation Services Section, Attention Latent Unit, 1000 Custer Hollow Road, Clarksburg, WV 26306.

## 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 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. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. 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 advising you whether disclosure is mandatory or voluntary, by what authority is SSAN authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 discusses Federal agencies' 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. That agency (or agencies conducting the application investigation) and the 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 fingerprints and other information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons 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 entered information for other authorized purposes of such agencies.

**Routine Uses:** The fingerprints and information requested 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-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to appropriate government 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 government 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 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 Executive Branch may also publish 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 CONTRACTORS 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.
4. MISCELLANEOUS NO. RECORDS: OTHER NUMBERS (DRIVERS LICENSE, PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PSC), SELECTIVE SERVICE NO. (SS), VETERANS ADMINISTRATION CLAIM NO. (VA)).