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Kansas
Office of the
State Bank Commissioner

Phone: (785) 296-2266
Fax: (785) 296-6037
www.osbckansas.org

Instructions for Completing Fingerprint Cards

Most local police stations or law enforcement offices will accommodate you and take fingerprints, but they may impose a fee for this service. If you encounter any problems with this procedure, please contact us at 785-296-2266.

Type or Print all information in Black Ink. <u>DO NOT SIGN</u> the fingerprint card until your signature can be witnessed by the official taking your fingerprints.

LAST NAME, FIRST NAME, MIDDLE NAME: In the order listed on the card, print your complete name. Do not modify any portion of your name to fit the card. For example, if your identification shows the suffix II, do not change it to Jr. on the card. If your last name is hyphenated, do not drop either name.

SIGNATURE OF PERSON FINGERPRINTED: You must show proof of your identity to the person taking your fingerprints. After examining your proof of identity, you should sign your full name being sure your signature is witnessed by the person taking your fingerprints.

ALIASES <u>AKA</u>: List all other names you have used including maiden name(s).

DATE OF BIRTH <u>DOB</u>: Enter your date of birth as MMDDYY. Example: Enter April 21, 1955 as 04/21/55

RESIDENCE OF PERSON FINGERPRINTED: List the current full mailing address.

DATE: Enter the date your fingerprint card is completed. This date <u>cannot be more than 1 year</u> from date of submission to authorities.

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: This line must be completed with the signature of the person taking your fingerprints. They should print their name underneath their signature.

CITIZENSHIP <u>CTZ</u>: Enter the name of the country where you are a citizen. Enter US for United States citizens. For foreign citizens, Use the two-character foreign country codes used by criminal justice agencies for federal reporting. All law enforcement agencies have a set of codes.

SEX: Enter either **M** (male) or **F** (female).

RACE: Use one of the following codes:

A – Asian	**N** – Native Hawaiian/Pacific Islander	**B** – Black
W – White	**I** – American Indian/Alaskan Native	**U** – Unknown

HEIGHT <u>HGT</u>: Enter your height in feet and inches. Do not use fractions of an inch.

WEIGHT <u>WGT</u>: Enter weight in pounds and round to the nearest pound. Do not use fractions of pounds.

EYES: Use one of the following three-character codes:

BLK – Black	**BLU** – Blue	**BRO** – Brown	**GRN** – Green	**GRY** – Gray
HAZ – Hazel	**MAR** – Maroon	**MUL** – Multi-colored	**PNK** – Pink	**XXX** – Unknown

HAIR: Use one of the following three-character codes:

BAL – Bald	**BLK** – Black	**BLN** – Blond or Strawberry	**BRO** – Brown
GRN – Green	**GRY** – Gray	**ONG** – Orange	**PLE** – Purple
PNK – Pink	**RED** – Red or Auburn	**SDY** – Sandy	**WHI** – White

PLACE OF BIRTH <u>POB</u>: Enter the two-character code for the state you were born in. If you were not born in the United States, enter the foreign country codes used by criminal justice agencies for federal reporting.

EMPLOYER AND ADDRESS: Enter name and address of your current employer.

REASON FINGERPRINTED: This entry will be completed by the Office of the State Bank Commissioner.

SOCIAL SECURITY NO. <u>SOC</u>: Enter your Social Security number or work visa number.

The following headings should be left blank: **<u>OCA</u>**, **<u>FBI</u>**, **<u>MNU</u>**, and **MISCELLANEOUS NO. <u>MNU</u>**

5/2014