

# FINGERPRINT CARD INSTRUCTIONS

1. **Two fingerprint cards per person are required.**
2. **Printing should be done by a trained professional at the racetrack license office, or your local police station. The prints must be clear, legible rolled prints. (Note the illustration on the back of the cards.)**
3. **The following specific instructions should be followed:**
  - (a) Fingers should be washed and dried thoroughly prior to prints being taken.
  - (b) The fingerprint cards must be typed or filled out in **BLACK** ink.
  - (c) Sign the fingerprint cards in the "Signature of person printed" box.
  - (d) Your name, at the top of the card, and all other information should be typed or printed **CLEARLY**.
  - (e) Sections titled **DOB**, **POB** (City, State), **SEX**, **RACE**, **HGT**, **WGT**, **EYES**, and **HAIR** must be filled out.
  - (f) **RACE** – use W for White, B for Black, A for Asian, I for Native American, MX for Mexican, U for other. **DO NOT USE THE LETTER "C"**.
  - (g) The section **CTZ** is for your citizenship – U.S., Cuba, Canada, Mexico, etc.
  - (h) The section **SOC** is for your social security number if you have one, and is **VERY** important.
  - (i) **HGT** – use feet and inches. Do not use total inches.
  - (j) **EYES** and **HAIR** – To describe color of eyes and hair, use appropriate three-letter code from the following list:

COLOR	CODE
Bald	BAL
Black	BLK
Blond or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray or partial gray	GRY
Green	GRN
Hazel	HAZ
Red or Auburn	RED
White	WHI

- (k) **DO NOT** fill out the sections titled: **OCA**, **ORI**, **FBI**, or **Reason Fingerprinted**.
- (l) **DO NOT** fold or damage the fingerprint cards in any way. The cards cannot be processed if they have been folded, creased, or damaged.
- (m) If your prints are rejected, you will be asked to submit them again. This could delay your processing.

## SEE SAMPLE FINGERPRINT CARD BELOW

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK	
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME						
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	ORI	OK920030Z			DATE OF BIRTH <u>DOB</u>			
RESIDENCE OF PERSON FINGERPRINTED		OK HORSE RACING COMM			Month	Day	Year			
DATE		CITIZENSHIP <u>CTZ</u>		SEX	RACE	HGT	WGT	EYES	HAIR	PLACE OF BIRTH <u>POB</u>
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		X	X	X	X	X	X	X
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		LEAVE BLANK						
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>		CLASS _____						
		SOCIAL SECURITY NO. <u>SOC</u>		REF. _____						
		MISCELLANEOUS NO. <u>MNU</u>								