

# COMPLETING YOUR FINGERPRINT CARD

## GENERAL

**ALL ENTRIES MUST BE IN BLACK INK ONLY**

A SEPARATE CARD IS REQUIRED FOR EACH OWNER, PARTNER, CORPORATE OFFICER, OR MEMBER. CARD MAY NOT BE BENT OR STAPLED – CARDS WITH HIGHLIGHTER OR LIQUID PAPER WILL BE REJECTED.

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK	LEAVE BLANK	
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME
			<b>1</b>	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	<b>6</b>	DATE OF BIRTH <u>DOB</u>
<b>2</b>				MONTH      DATE      YEAR
				<b>16</b>
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>	<b>7</b>	PLACE OF BIRTH <u>POB</u>
<b>3</b>				<b>15</b>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. <u>OCA</u>	<b>9</b>	<b>SEX</b>
<b>4</b>		FBI NO. <u>FBI</u>	<b>10</b>	<b>RACE</b>
			<b>11</b>	<b>HGT</b>
EMPLOYER AND ADDRESS		ARMED FORCES NO. <u>MNU</u>	<b>12</b>	<b>WGT</b>
<b>5</b>			<b>13</b>	<b>EYES</b>
		SOCIAL SECURITY NO. <u>SOC</u>	<b>14</b>	<b>HAIR</b>
REASON FINGERPRINTED		MISCELLANEOUS NO. <u>MNU</u>		
				LEAVE BLANK
				CLASS _____
				REF. _____

**1. NAM**

Full name in following order LAST, FIRST, MIDDLE. Initials are not acceptable. If applicant has no middle name, enter NMN for MIDDLE.

**2. SIGNATURE OF PERSON FINGER-PRINTED**

Signature of person finger-printed as it appears in license application.

**3. RESIDENCE OF PERSON FINGER-PRINTED**

Address of residence of person finger-printed.

**4. DATE and SIGNATURE OF OFFICIAL TAKING FINGERPRINTS**

Leave blank for use by law enforcement official taking fingerprints.

**5. EMPLOYER and ADDRESS (must be completed by applicant)**

The complete and exact name and address of the dealership for which the license application is being submitted as it appears on the application.

**6. AKA**

Any other names by which the fingerprinted person is or has been known, including all nicknames. Women applicants using their married surname in the NAM block should enter their maiden name here

**7. CTZ**

Enter country code from CTZ list at the end of this section. Do not enter state codes from POB list.

**8. SOC**

Enter applicant's social security number.

**9. SEX**

Enter "M" for male or "F" for female.

**10. RACE**

Enter the applicable code:

- American Indian or Native - I
- Asian or Pacific Islander - A
- Black - B
- White (and Hispanic) W
- Unknown or Other U

**11. HGT**

Must include three numeric characters. Enter applicant's height in feet and inches. Do not use "or".

Example:

For 5'11" enter 511

For 6'1" enter 601

Minimum 4' (400), Maximum 7'11" (711)

**12. WGT**

Enter applicant's weight in pounds.

Example:

For 94 pounds – enter 094

For 186 pounds – enter 186

Minimum 50 lbs. (050),

Maximum 499 lbs. (499)

**13. Eyes**

Must include three letter characters. Use only the following codes:

<u>Color</u>	<u>Code</u>
Black	BLK
Blue	BLU
Brown	BRO
Gray/partially Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Pink	PNK

**14. HAIR**

Must include three letter characters. Use only the following codes:

Color	Code
Bald	BAL
Black	BLK
Blonde or Strawberry	BLN
Brown	BRO
Gray/partially Gray	GRY
Green	GRN
Red	RED
Sandy	SDY
White	WHT

**15. POB (Place of Birth)**

Enter applicable state (US or Mexico) or province (Canada) from the POB listing.

If other than US, Mexico, or Canada, enter country code from the CTZ listing (Citizenship Nation List).

**16. Must include six-digit number with no spaces, dashes (1), or slashes (/). Enter applicant's date of birth in order of month, day, and year.**

Examples:

For January 1, 1955 – enter 010155

For October 31, 1983 – enter 103183

**FINGERPRING INSTRUCTION GUIDE**

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Bureau of Field Operations

**HSMV 86203**

**POB (Place of Birth) CODES**  
**USE CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA**

<u>UNITED STATES OF AMERICA</u> (STATES and POSSESSIONS)				<u>MEXICAN STATES</u>	
ALABAMA	AL	PENNSYLVANIA	PA	AGUASCALIENTES	AG
ALASKA	AK	RHODE ISLAND	RI	BAJA CALIFORNIA North	BA
ARIZONA	AZ	SOUTH CAROLINA	SC	BAJA CALIFORNIA South	BJ
ARKANSAS	AR	SOUTH DAKOTA SD		CAMPECHE	CE
		TENNESSEE	TN	CHIHUAHUA	CH
		TEXAS	TX	CHIPAPAS	CI
CALIFORNIA	CA	UTAH	UT	COAHUILA	CU
COLORADO	CO	VERMONT	VT	COLIMA	CL
CONNECTICUT	CT	VIRGINIA	VA	DISTRICTO FEDERAL	DF
DELEWARE	DE	WASHINGTON	WA	DURANGO	DO
DISTRICT OF COLUMBIA	DC	WEST VIRGINA	WV	GUANAJUAATO	GU
FLORIDA	FL	WISCONSIN	WI	GUERRERO	GR
		WYOMING	WY		
GEORGIA	GA	AMERICAN SAMOA ISLANDS AM		HILDAGO	HL
		CANAL ZONE	CZ	JALISCO	JL
HAWAII	HI	CAROLINE ISLANDS	CG	MEXICO (state)	MX
		GUAM	GM	MICHOACHAN	MC
IDAHO	ID	MARIANAS ISLANDS	MK	MOARELOS	MR
ILLINOIS	IL	MARSHAL ISLANDS	MH	NAYARIT	NA
INDIANA	IN	MIDWAY ISLAND MW		NUEVO LEON	NL
IOWA	IA	PUERTO RICO	PR		
		VIRGIN ISLANDS OF THE US VI		OAXACA	OA
KANSAS	KS	WAKE ISLAND	WK	QUERETARO	QU
KENTUCKY	KY			QUINTANA ROO	QR
		<u>CANDIAN PROVICES</u>		SAN LUIS POTOSI	SL
LOUISIANA	LA	ALBERTA	AB	SINALOA	SI
MAINE	ME	BRITISH COLUMBIA	BC	SONORA	SO
MARYLAND	MD	MANITOBA	MB	TAMAULIPAS	TA
MASSACHUSETTS	MA	NEW BRUNSWICK	NK	TOBASCO	TB
MICHIGAN	MI	NEW FOUNDLAND	NF	TLAXCALA	TL
MINNESOTA	MN	(including Labrador)		VERA CRUZ	VC
MISSISSIPPI	MS	NORTHWEST TERRITORY	NT	YUCATAN	YU
MISSOURI	MO	NOVIA SCOTIA	NS	ZACATECAS	ZA
MONTANA	MT	ONTARIO	ON		
NEBRASKA	NB	PRINCE EDWARD ISLAND	PE		
NEVADA	NV	QUEBEC	QC		
NEW HAMPSHIRE	NH	SASKATSCHEWAN	SN		
NEW JERSEY	NJ	YUDON TERRITORY	YT		
NEW MEXICO	NM				
NEW YORK	NY				
NORTH CAROLINA	NC				
NORTH DAKOTA	ND				
OHIO	OH				
OKLAHOMA	OK				
OREGON	OR				

POB (Place of Birth) CODES

**Use CTZ (Citizenship) CODES IF NOT USA, MEXICO, OR CANADA**

AFGANISTAN	AF	GREAT BRITIAN (see EN,SS, and WB)		PITCAIRN ISLANDS	PC
AFRICA	AC	GREECE	GC	POLAND	PO
ALBANIA	AA	GREENLAND	GN	PORTUGAL	PT
ALGERIA	AN	GRENADA	GJ		
ANDORRA	AD	GUADELOUPE	GP	QUTAR	QA
ANGOLA	AO	GUATEMALA	GT		
ANTARTICA	AY	GUINEA	GI	REUNION	RE
ANTIGUA	AI	GUIANNA/GUYANA	GY	RHODESIA	RH
ARGENTINA	AT			RUMANIA (Romania/Roumania)	RU
AUSTRALIA	AS	HAITA	HT	RUSSIA (see USSR)	SX
AUSTRIA	AU	HOLLAND (see NE)		RWANDA	RW
		HONDURAS	HD		
BAHAMA ISLANDS	BD	HONG KONG	HK	SAN MARINO	SH
BAHRAIN/BAHREIN ISLANDS	BE	HUNGARY	HU	SAUDI ARABIA	SB
BARBADOS	BB			SCOTLAND	SS
BELGIUM	BG	ICELAND	IE	SENEGAL	SG
BERMUDA	BM	ITALY (including Sicily)	IT	SEYCHELLES	SE
BHUTAN	BN			SIERRA LEONE	SA
BOLIVIA	BV	JAMAICA	JM	SIKKIM	SK
BOTSWANA	BT	JAPAN	JA	SINGAPORE	SR
BRAZIL	BZ	JORDAN	JO	SOMALIA	SM
BRUNEI	BX			SOUTH AFRICA	SF
BUGARIA	BU	KENYA	KE	SOUTHERN YEMEN	ST
BURMA	BR	KOREA	KR	SOUTH-WEST AFRICA	SJ
BURUNDI	BI	KUWAIT	KU	SOVIET UNION	SX
				SPAIN	SP
CAMBODIA	CJ	LAOS	LS	SUDAN	SU
CAMEROON	CM	LATVIA	LT	SVALBARD	SV
CANADA (not for POB)	CD	LEBANON	LN	SWAZILAND	SW
CAPE VERDE	CV	LESOTHO	LE	SWEDEN	SQ
CAYMAN ISLANDS	CP	LIBERIA	LB	SWITZERLAND	SZ
CENTRAL AFRICAN REPUBLIC		LIBYA	LY	SYRIA	SY
CW		LIECHTENSTEIN	LI		
CEYLON	CY	LITHUANIA	LH	TANZANIA	TZ
CHAD	CF	LUXEMBOURG	LX	THAILAND	TH
CHILE	CN			TOGO	TO
COLUMBIA	CB	MALAGASY REPUBLIC (including Madagascar)	MP	TONGA	TH
CONGO (Brazzaville or Kinshasa)	CX	MALAWI	MF	TRINIDAD and TOBAGO	TT
		MALAYSIA	MZ	TRUCIAL STATES	TC
COSTA RICA	CR	MALDIVES	MV	TUNISIA	TU
CUBA	CC	MALI	ML	TURKEY	TY
CYPRUS	CS	MALTA	MY		
CZECHOSLOVAKIA	CK	MAURITANIA	MU	UGANDA	UG
		MEXICO (not for POB)	MM	UNITED ARAB REPUBLIC	UA
DAHOMEY	DH	MONACO	MJ	UNITED KINGDOM (see EN, SS, WL, or NI)	
DENMARK	DK	MONGOLIA	MG	UNITED STATES OF AMERICA	USA
DOMINICA	DM	MORROCO	MQ	UPPER VOLTA	UV
DOMINICAN REPUBLIC	DR			URUGUAY	UY
		NAMIBIA (See SJ)		USSR	SX
EAST GERMANY/EAST BERLIN	EM	NAURU	NR		
ECUADOR	EU	NEPAL	NP	VENEZUELA	VZ
EGYPT	EY	NETHERLANDS	NE	VIETNAM	VM
EL SALAVADOR	EL	NEW CALEDONIA	NQ		
ENGLAND	EN	NEW ZEALAND	NZ	WALES	WL
EQUATORIAL GUINEA	EK	NIGER	NH	WEST GERMANY/WEST BERLIN	WG
ESTONIA	ES	NIGERIA	NG	WEST INDIES	WN
ETHIOPIA	ET	NORTHERN IRELAND	NI	WESTERN SAMOA	WS
		NORWAY	NW		
FIJI ISLANDS	FJ			YEMEN	YE
FINLAND	FK	PAKISTAN	PK	YUGOSLAVIA	YG
FRANCE	FN	PANAMA	PM		
		PARAGUA	PV	ZAMBIA	ZM
GABON	GB	PERU	PU		
GAMBIA		PHILIPPINES	PI	ALL OTHERS	YY
GERMANY (see EM and WG)	GE				
GHANA	GG				