

IMPORTANT:

PROVIDE THIS DOCUMENT TO LAW ENFORCEMENT OFFICIAL OR YOUR ORGANIZATION'S ADMINISTRATOR AT TIME OF FINGERPRINT CAPTURE

FD-258 INSTRUCTIONS FOR APPLICANTS

Please Note

Do not complete any portions of the FD-258 hard card on your own. All fields must be completed by the Law Enforcement Official or your organization's administrator capturing your fingerprints.

Be prepared to provide the following pieces of information to the Law Enforcement Official or your organization's administrator capturing your prints:

- Your first name, middle name (if applicable), and last name
- Your employer's name and full address (street address, city, state, zip code, and country)
- Your sex, height, weight, eye color, hair color, date of birth, and place of birth
- If your organization requires a Social Security Number, provide your Social Security number

Your information must exactly match what you entered in the Candidate Hub portal. Bring ID documents to support this information. Please refer to [this list of acceptable FBI documents](#).

FD-258 HARD CARD COMPLETION INSTRUCTIONS

(Instructions for Law Enforcement Officials or your organization's administrators capturing fingerprints)

Ensure the FD-258 hard card is filled out in the following way:

* indicates required field

- **LAST NAME*** and **FIRST NAME***: Individual's current legal last and first name as it appears on their ID documents
- **YOUR NO. (OCA)**: Leave BLANK. First Advantage will assign this number
- **EMPLOYER AND ADDRESS***: Your organization's registered name and address. Must include street address, city, state, zip code, and country
- **REASON FINGERPRINTED***: Leave BLANK. First Advantage will fill this in based on your organizations' permissible purpose
- **SEX***: Use one of the following 1-character codes:
 - F – female
 - M – male
 - U – unknown
- **HGT***: Enter 1 digit for feet (') and two digits for inches (") (e.g. five feet, two inches entered as 5'02")
 - Allowable range is 4'00" to 7'11"
 - Heights outside the allowable range need to be constrained to the maximum or minimum limits (e.g. enter height of 8'02" as 7'11")
 - If height is unknown, enter 000 or UNK
- **WGT***: Enter weight in pounds (lbs.)
 - Allowable range is 50 lbs. to 999 lbs
 - Weights outside the allowable range need to be constrained to the maximum or minimum limits (e.g. enter weight of 1008 lbs. as 999 lbs.)
 - If weight is unknown, enter 000 or UNK

Ensure the FD-258 hard card is filled out in the following way:

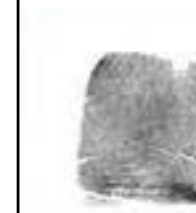
* indicates required field

- **EYES***: Use one of the 3-character NCIC codes below:
 - BLK – black
 - BLU – blue
 - BRO – brown
 - GRY – gray
 - GRN – green
 - HAZ – hazel
 - MAR – maroon
 - MUL – multicolored
 - PNK – pink
 - XXX - Unknown
- **HAIR***: Use one of the 3-character NCIC codes below:
 - BAL – bald
 - BLK – black
 - BLN – blond or strawberry
 - BLU – blue
 - BRO – brown
 - GRY – gray
 - GRN – green
 - ONG – orange
 - PNK – pink
 - PLE – purple
 - RED – red or auburn
 - SDY – sandy
 - WHI – white
 - XXX - Unknown
- **DATE OF BIRTH (DOB)***: Individual's date of birth entered as MM/DD/YYYY (e.g. 10/01/1975)
- **PLACE OF BIRTH (POB)***: Individual's place of birth. Use 2-character standard NCIC code. For a list of acceptable NCIC codes, please see Appendix O of the EBTS 11.3 specification: https://fbibiospecs.fbi.gov/file-repository/ebts/ebts-v11-3_final_508.pdf/view. If the POB is in the United States, please provide the state, tribal, or territory NCIC code (e.g. NCIC code for Virginia is VA). If the POB is outside the United States, please provide the country NCIC code (e.g. NCIC code for Estonia is ES)
- **RACE***: Individual's race
 - A - Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander
 - B - A person having origins in any of the black racial groups of Africa
 - I - American Indian, Eskimo, or Alaskan native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
 - W - Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
 - U - Of indeterminable race
- **MIDDLE NAME**, and all remaining fields are optional
- **AMPUTATION CODES FOR UNPRINTABLE FINGERPRINTS**: Use one of the following for each applicable fingerprint image:
 - XX – amputated, missing at birth, or bandaged
 - UP – unprintable fingers (no ridge detail or absolutely smooth)

Note: Please contact your organization's POC for direction when all 10 fingers are amputated, missing, bandaged, or unprintable

EXAMPLE: PROPERLY COMPLETED FD-258 HARD CARD

(Example for Law Enforcement Officials or your organization's administrators capturing fingerprints)

APPLICANT * See Privacy Act Notice on Back FD-258 (Rev. 10/31/2023) 110-0046 (Exp. 05/31/2028)		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME: SMITH FIRST NAME: JOHN MIDDLE NAME:				FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED 		ALIASES AKA		O R I							
RESIDENCE OF PERSON FINGERPRINTED								DATE OF BIRTH Month Day Year 10 01 1975		DOB	
DATE: 04/17/2019		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 		CITIZENSHIP CTZ		SEX M RACE W HGT. 5'02" WGT. 185 EYES BRO HAIR BLK		PLACE OF BIRTH VA		POB	
EMPLOYER AND ADDRESS ACME Bank, Inc. 1234 56th Avenue, New York, NY, 10038 USA		YOUR NO. OCA		UNIVERSAL CONTROL NO. UCN		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU	
REASON FINGERPRINTED											
1. L. THUMB  2. L. INDEX  3. L. MIDDLE  4. R. RING  5. R. LITTLE  6. L. RING  7. L. MIDDLE  8. L. INDEX  9. L. RING  10. L. LITTLE 											
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY 				L. THUMB 		R. THUMB 		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY 			

Questions? Contact First Advantage Biometrics Support

Phone: 844-787-3431

Email: fa-biometrics@fadv.com