

FINGERPRINT PROCESS

1. Contractor Fingerprint Card (Form FD-258) - Fingerprints should be submitted on Form FD-258. However, an SF87 Fingerprint Card can be accepted. Contact the Nashville District Security Management Office (LRN-SM) to obtain Fingerprint Cards. One (1) FD-258 is required when the machine prints your digital fingerprint images and two (2) when traditional ink prints are taken. See Detailed Fingerprint Card Instructions which are included.

2. Digital Fingerprints Submitted Electronically - Fingerprints taken digitally and transmitted electronically by a Secure Web Fingerprint Transmission (SWFT) compliant machine are usually processed the same day, and the FBI Fingerprint Report is normally available to LRN-SM within ten (10) calendar days. LRN-SM can help you located other Corps of Engineers Security Offices and Army Installations with an Electronic Fingerprint Machine which may be able to transmit fingerprints for you. The Contractor or COR should contact LRN-SM for assistance in identifying the nearest site for processing.

3. Hard copy fingerprints which are mailed may take at least one (1) to two (2) weeks longer than fingerprints transmitted electronically using SWFT. This additional time should be taken into consideration when choosing to mail hard-copy fingerprints instead of prints being transmitted electronically.

4. Hard Copy Fingerprint Cards - (printed digitally or taken w/ink) shall be forwarded by the Contractor through the COR to:

USACE, Nashville District
110 9th Avenue South
Room A-450 (ATTN: CELRN-SM)
Nashville, TN 37203

5. Processing Delays and/or Rejection of Fingerprint Submissions. If the FD-258 is not filled out correctly or if the fingerprints are "Unclassifiable" or poor quality images etc., the processing center will reject the fingerprints and new Fingerprint Cards will have to be submitted. This will delay approval for the Contractor/Subcontractor employee (CSE) to begin working on the site. A list of reasons fingerprints could be delayed or rejected are included.

6. Notification of Fingerprint Report Results. Once LRN-SM receives the results of the FBI Fingerprint Check, a determination will be made, and the COR will be notified, who will inform the Contractor in writing. The CSE will not be permitted to access the site until approval or temporary approval by LRN and the Contractor has been notified in writing.

Note: Fingerprint results are only valid for 120 days. LRN-SM or other Corps of Engineers Security Offices can resubmit the fingerprints electronically using SWFT if necessary. In most other cases, the CSE will have to be re-printed.

Detailed Fingerprint Card Instructions: See Next Page

**NASHVILLE DISTRICT
INSTRUCTIONS FOR COMPLETING
FD-258 FINGERPRINT CARD**

****TYPE OR PRINT ALL INFORMATION IN BLACK OR BLUE INK ONLY ****

COMPLETE THE FOLLOWING BLOCKS ON THE FINGERPRINT CARD AS INDICATED:

1. **NAME NAM** Last Name, First Name, Middle Name (not just initial)
If initial only, list the initial and put "IO"; if no middle name put "NMN"
2. **SIGNATURE OF CONTRACTOR FINGERPRINTED (Legible)** signature of Contractor being fingerprinted must appear in this space)
- 2a. **RESIDENCE OF CONTRACTOR FINGERPRINTED** (Full Home Address)
3. **ALIASES AKA** List any names used including signature name that are different than the name in the "NAM" block. Also list maiden name and all previous married names of females if applicable)
4. **ORI** (LEAVE BLANK)
5. **DATE OF BIRTH DOB** Month/Day/Year format (MM/DD/YYYY) If a complete DOB is not known, enter approximate age followed by "YEARS OF AGE"
6. **CITIZENSHIP CTZ** (US if a citizen of the United States, otherwise enter the appropriate country).
Use the correct abbreviation for foreign country OR correctly spell the name of the country.
7. **SEX** (Male **M**, Female **F**) See Sex Code Table for additional codes if applicable
8. **RACE RAC** Race must be indicated by using the Race Code Table
9. **HEIGHT HGT** (List in feet & inches. Fractions of an inch should be rounded off to the nearest inch.
Inches less than ten should be preceded by a zero.
Example: 6' 01" = **601**)
10. **WEIGHT WGT** (In Pounds) Fractions of a pound should be rounded off to the nearest pound. Example: 135-1/4 lbs. = **135**
11. **EYES EYES** See Eye Color Code Table
12. **HAIR HAIR** See Hair Color Code Table
13. **PLACE OF BIRTH POB** State, Territorial Possession, Province (Canadian) or Country of birth if not born in the U.S. (**Use Correct Abbreviation**)
- 14-16 **BLOCKS 14, 15, AND 16** (LEAVE BLANK)
17. **SOCIAL SECURITY NO. SOC** (Your Social Security Number)
18. **MISCELLANEOUS NO. MNU** (LEAVE BLANK)
19. **DATE FINGERPRINTED DATE** Month/Day/Year format (MM/DD/YYYY)
20. **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS** (Signature of official taking fingerprints and official's ID number if applicable)

21. **EMPLOYER AND ADDRESS** Enter the FULL Company's Name and Address

22. **REASON FINGERPRINTED** Federal Contract

23. **FINGERPRINT IMPRESSIONS BLOCKS**

Indicate amputated fingers, tip-amputated, transplanted toes/fingers, missing at birth, deformed, bandaged, scars, etc., in the appropriate finger block(s) if applicable.

NOTE: DO NOT BEND OR FOLD FINGERPRINT CARD(S)

The Contractor POC shall mail the fingerprint cards to:

USAED, Nashville
P.O. Box 1070
Room A-450 (ATTN: CELRN-SM)
Nashville, TN 37202-1070

Fingerprint Cards can be obtained by contacting LRN-SM at 615-736-7397.

SEX CODE TABLE

<i>External Code</i>	<i>Literal</i>	<i>Description</i>
F	Female	Female
G	Female	Female Print, Male Reference
M	Male	Male
N	Male	Male Print, Female Reference
Y	Male	Male, Unreported
Z	Female	Female, Unreported
X	Unknown	Unknown Sex

RACE CODE TABLE

External Code	Literal	Description (If Subject Is)
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa

I	American Indian or Alaskan Native	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.
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

EYE COLOR CODE TABLE

<i>Eye Color</i>	<i>Eye Color Code</i>
BLACK	BLK
BLUE	BLU
BROWN	BRO
GRAY	GRY
GREEN	GRN
HAZEL	HAZ
MAROON	MAR

HAIR CODE TABLE

BALD	BLD
BLACK	BLK
BLONDE (or strawberry)	BLN
BLUE	BLU
BROWN	BRO
GREEN	GRN
GRAY (or partially gray)	GRY
ORANGE	ONG
PURPLE	PLE
PINK	PNK
RED (or auburn)	RED
SANDY	SDY
WHITE	WHI
UNKNOWN	XXX

PROCESSING DELAYS AND/OR REJECTION OF FINGERPRINT SUBMISSIONS

Paper fingerprint submission must meet specific criteria to be converted into an electronic format and processed.
The following may cause a rejection or delay in processing:

- Poor penmanship
- Use of highlighter in entry block
- Entry not within boundaries of entry block
- Labels or stray marks applied to “Leave Blank” areas
- Using an incorrect fingerprint card (other than FD-258)
- Use of pencil or ink other than blue or black

Paper or electronic fingerprint submissions may also be rejected for the following reasons:

- Missing or invalid required data (i.e. date of birth)
- Descriptive data not complete (i.e. name not shown at top of card)
- No attempt to print deformed or scarred fingers in both rolled and plain impression blocks
- More than one fingerprint impression per block (It must be indicated if an individual has extra digits, split thumbs or webbed fingers)
- Fingerprints not properly rolled or poor quality
- Fingerprints on back of fingerprint card
- Fingerprints out of sequence
- Finger(s) missing due to amputation and not noted as “AMP” or “XX” in fingerprint block
- Missing fingerprints with no reason given including the plain “flat” impressions

APPLICANT

* See Privacy Act Notice on Back

FD-258 (Rev. 9-9-13) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME FIRST NAME MIDDLE NAME

ALIASES AKA O R I

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

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

FBI LEAVE BLANK

DATE OF BIRTH DOB
Month Day Year

LEAVE BLANK

CLASS

REF.

1. R. THUMB 2. R. INDEX 3. R. MIDDLE 4. R. RING 5. R. LITTLE

6. L. THUMB 7. L. INDEX 8. L. MIDDLE 9. L. RING 10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

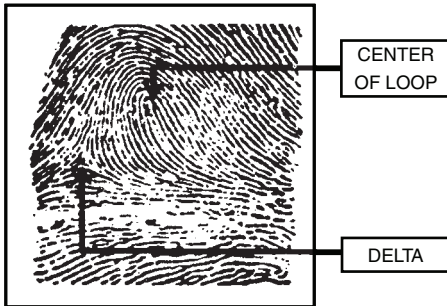
L. THUMB R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

CJIS DIVISION/CLARKSBURG, WV 26306

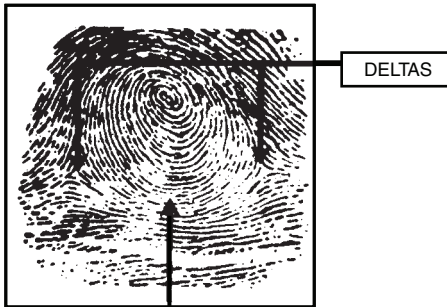
APPLICANT

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. 9-9-13)

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.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Enter data within the boundaries of the designated field or block.

Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)

* criminal fingerprint cards also require an arrest charge and date of arrest.

* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

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 block.

Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at cliaison@leo.gov.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of ILQIHUSUQ DCG DGRVMDR information is generally authorized under 8 6 & 534. Depending on the nature of your application, supplemental authorities include Federal statutes, 6tate statutes SXUXQCVb, Pub.L. 92-544, Presidential Executive Orders, DCGIIHUSUQ DCG DGRVMDR Providing FXUQIHUSUQ DCG DGRVMDR QIRP DQWU YRQIQMU KRZHYU ILQIHU GR VR P D DIHFWFRP SBNMQ RUSSURYDRI FXUQSSQDIHQ

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 informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain detentions, such as employment, licensing, and VFXUWQ FQDUUWHF may be predicated on fingerprint-based EDNFUUKG checks. Your fingerprints DQGVARDM information ERP HMEVF P ay be SURYGHV WQVH FVH P SR, QJ QYWHM DQJ, RUKWHZUH UH UHVSQMEH DQHQ, DQGV RUKWHFBI for the SXUSRHR FRP SDUQ \ RXUQJUHJSDUW R RWHUQJUHJSDUW QVH \ % VTH VY HCHUHQ GHWUHQDQ 1 * , VHP RUJW VFFXHHVWV WMP V QFGQJQ FDUQFQ QDQDQ QVH UHVSQMEH VHSRUUHQ, RUKWHUQVDEH UFRUJ R VWH P SR, QJ QYWHM DQJ, RUKWHZUH UH UHVSQMEH DQHQ. The FBI may retain \ RXUQJUHJSDUW DQGVARDM QJRP DQRO ERP HMEVF Q 1 * , DNUHJW FRP SMDQJ R VWL DSSQFUDUQ DQGV Z KQH UHQDQGH \ RXUQJUHJSDUW P D, FRQXKH VEH FRP SDUQ DQJ DQV RWHUQJUHJSDUW VXP WUHQ R RUKWHZUH FGE 1 * ,

Routine Uses: * XUIQI VHV SURFV QIQ RI VHV DSSDFQRDQG RUDV QIQ VHVH VHVUJIV RXUIQI H SUIQI DGS DWRFWDING ICIQR DIQRQ ERP HAEV DUH HQHQHG IQI * , RXUIQRUR DIQR PDI EH GVRGVRGH SXUQIQWIRI RXUFWRQH QMDDQGP DI EH GVRGVRGH UMRXV your consent as permitted by the Privacy Act of 1974 DQS DSSDFDEHS RQVXQH'S VHV/DV may be published at any time in the Federal Register, including the 5 outline 8 ses for the 1 * , V VMP DQS GVHVI B's Blanket Routine Uses Routine uses include, but are not limited to, disclosures to: HP SG IQL JRYHQH QDDO or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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 Federal Executive Branch has also published 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.
- ** MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).