

EXAMPLE OF COMPLETED FINGERPRINT CARD

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
		LAST NAME	FIRST NAME	MIDDLE NAME					
		1. TWISTER, GUSTAV IKE							
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		OR I		USFEMAD00Z FEMA-SECURITY OFC WASHINGTON, DC			
2. "YOUR SIGNATURE HERE"		Leave Blank						DATE OF BIRTH DOB	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ		SEX	RACE	HTG	WGT	EYES	HAIR
3. 45678 INSPECTOR PLACE DISASTERTOWN, TX 78912		4. USA		M	W	5 11	185	BRN	BLK
DATE		YOUR NO. OCA						6. 01-01-1950	
8. 1/1/01		NPSCPA						7. VA	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		FBI NO. FBI						LEAVE BLANK	
"OFFICIAL SIGNATURE"		Leave Blank							
EMPLOYER AND ADDRESS		ARMED FORCES NO. MNU							
9. DHS/FEMA 500 C STREET SW ROOM 514 WASHINGTON, D.C. 20472		Leave Blank							
REASON FINGERPRINTED		SOCIAL SECURITY NO. SOC							
FEMA APPLICANT BACKGROUND CHECK		10. 123-45-6789							
		MISCELLANEOUS NO. MNU							
		Leave Blank							

INSTRUCTIONS FOR COMPLETING YOUR FINGERPRINT CARDS:

1. Use your FULL LEGAL NAME – last, first, middle
2. Sign your card only in the presence of the fingerprinting official.
3. Enter your physical home address – NO P.O. BOXES.
4. Enter the abbreviation for your country of citizenship.
Remember – if you are not a U.S citizen, you are not eligible to perform sub-contractor services for FEMA.
5. Enter your sex, race, height, etc. as requested.
6. Enter your date of birth.
7. Enter your place of birth. (State)
8. Make sure the fingerprinting official signs and dates the card.
9. If not pre-filled on your cards, make sure the **EMPLOYER AND ADDRESS** and **REASON FINGERPRINTED** boxes reflect the information as noted above.
10. Enter your full social security number.

PLEASE NOTE:

- All areas that are marked *Leave Blank* must be left blank.
- Please write clearly and legibly, either typed or with BLACK INK ONLY.
- If you need to make a correction, DO NOT USE WHITE OUT or any other correction fluid. Simply mark through the error with a single line and put the correct information alongside.

REMEMBER: FAILURE TO COMPLETE ALL CARDS AS INSTRUCTED WILL REQUIRE YOU TO REDO THE FINGERPRINTING PROCESS PRIOR TO BEING CONSIDERED ELIGIBLE FOR DEPLOYMENT.
PLEASE REVIEW THE CARDS FOR ACCURACY AND CALL THE BACKGROUND DEPT WITH ANY QUESTIONS OR CONCERNS.