

# PaRR INSPECTIONS FINGERPRINT INSTRUCTION SHEET



In compliance with the standards established in **Homeland Security Presidential Directive HSPD-12**, Independent Contractors are required to complete a background investigation process as a condition of being eligible to perform disaster housing inspections for FEMA. The initial part of this process requires that individuals be fingerprinted as part of an FBI background check.

**Reminder:** You **MUST** be a United States citizen to be eligible to work on the **FEMA Disaster Housing Contract**.

Please follow these instructions carefully in order to avoid delays in the processing of your fingerprints:

1. Verify the contents of your packet. Along with these instructions, your packet contains the following forms: (Links to these forms can also be found on the PaRR website for your convenience.)
  - Four (4) blank fingerprint cards
  - Fingerprint Card example sheet
  - Pre-addressed return envelope
  - List of acceptable documents for identification
  - DHS/FEMA Fingerprint Request Form 121-2-1
  - DHS/FEMA Fingerprint Request Form 121-2-1 Instructions
2. Contact a local law enforcement agency or a business in your area that provides fingerprinting services and arrange to have your prints taken. There will most likely be a cost involved so call ahead to be sure of this and any other requirements they may have.
3. Complete the enclosed **DHS/FEMA Fingerprint Request Form 121-2-1**. You will need to return this to PaRR with your completed fingerprint cards.
4. Use the **FINGERPRINT CARD EXAMPLE SHEET** as a guide and complete all applicable sections on each fingerprint card except for your signature. Cards must be signed in the presence of the person doing the fingerprinting.
  - NOTE: You may want to wait until arriving at the fingerprint facility before filling out your card(s) as some facilities have a computer program that will enter this information for you.

- If completing by hand, USE BLACK INK ONLY. For any corrections that need to be made, simply mark through the mistake using a single line. Do not use white out anywhere on these cards.
  - **REMEMBER: DO NOT SIGN THE FINGERPRINT CARDS AT THIS TIME**. You must sign the cards in the presence of the fingerprinting officer.
5. Take all documentation with you to have the fingerprints completed. Provide your fingerprint card(s) to the fingerprinting officer, along with the pre-addressed return envelope.
  6. Be prepared to show two (2) valid forms of identification to the fingerprinting officer. Refer to the enclosed "List of Acceptable Documents".
    - One of the two must be a picture ID.
    - Each ID must bear your legal name and signature.
  7. Have the fingerprinting officer take your fingerprints on each card provided. When complete, sign each of the fingerprint card(s) in the presence of the fingerprinting officer.
  8. Ask the fingerprinting officer to place your completed fingerprint card(s) and your completed and signed FEMA form 121-2-1 in the return envelope. No other documents should be placed in the return envelope.
  9. Ask the officer to **seal** the envelope and return it to you.
  10. Return your completed fingerprint packet to PaRR Inspections.
  11. Wait... **patiently!** Once received, PaRR will forward your fingerprint card(s) to FEMA Headquarters for processing. This may take 4-6 weeks to complete. Once PaRR receives the results of your fingerprint check from FEMA, you will be notified by email.

If you have questions please contact PaRR Inspections via e-mail at [background@parrinspections.com](mailto:background@parrinspections.com), or call 1-800-758-0362 and follow the prompts for the background department. Please call between the hours of 9AM and 5PM, Monday—Friday EST.

## EXAMPLE OF COMPLETED FINGERPRINT CARD

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE NAME _____	FBI LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED <b>2.</b> "YOUR SIGNATURE HERE"	ALIASES AKA <i>Leave Blank</i>	1. TWISTER, GUSTAV IKE	USFEMAD0Z FEMA-SECURITY OFC WASHINGTON, DC
RESIDENCE OF PERSON FINGERPRINTED <b>3.</b> 45678 INSPECTOR PLACE DISASTERTOWN, TX 78912	CITIZENSHIP CTZ <b>4.</b> USA	DATE OF BIRTH DOB Month Day Year <b>6.</b> 01-01-1950	PLACE OF BIRTH POB <b>7.</b> VA
DATE <b>8.</b> 1/1/01	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS "OFFICIAL SIGNATURE"	SEX M W RACE W HT 5 11 WT 185 EYES BRN HAIR BLK	<b>5</b>
REASON FINGERPRINTED <b>9.</b> FEMA APPLICANT BACKGROUND CHECK	EMPLOYER AND ADDRESS DHS/FEMA 500 C STREET SW ROOM 514 WASHINGTON, D.C. 20472	YOUR NO OCA <b>NPSCPA</b>	LEAVE BLANK
	FBI NO FBI <i>Leave Blank</i>	ARMED FORCES NO ANU <i>Leave Blank</i>	CLASS _____
	SOCIAL SECURITY NO. SOC <b>10.</b> 123-45-6789	MISCELLANEOUS NO. MNU <i>Leave Blank</i>	REF. _____

### 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.**

## FINGERPRINTING AGENCY INSTRUCTIONS

Thank you for your assistance by providing fingerprinting services as part of the adjudication process for potential disaster housing inspectors. The Federal Emergency Management Agency (FEMA) requires that all individuals interested in providing subcontract services for the federal government complete an FBI background check process. FEMA coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror. By providing this service, you are helping ensure that the federal government has sufficient resources available to provide home inspections and assistance for individuals when a disaster strikes. (For more information, please visit [www.fema.gov/assistance/index.shtm](http://www.fema.gov/assistance/index.shtm)).

Please collect the fingerprints on the card(s) provided, following the instructions below. This will help us complete the background check process in a more timely and efficient manner.

- Please verify the identification of the applicant before printing. They have been instructed to show two (2) forms of identification with one being a valid photo id.
- Collect fingerprints using the enclosed card(s), form FD-258. Please sign as the "Official Taking Fingerprints" on the front of each card.
- Place the completed fingerprint card(s) along with a completed **DHS/FEMA Fingerprint Request Form 121-2-1** provided by the applicant in the return envelope.
- **Seal** the envelope and return it to the individual.

Should you have questions about this request, please feel free to contact PaRR Inspections at 800-758-0362 and ask to speak with the Background Check Coordinator. The best time to reach us is between 9 AM and 5 PM EDT. You may leave a message if the Coordinator is not available.

Thank you,  
PaRR Inspections