Applicant Fingerprinting Guide

A. NAME- NAME OF APPLICANT. FORMAT AS FOLLOWS:
   (LAST NAME, FIRST NAME, MIDDLE NAME)

B. ALIASES- ALTERNATE NAMES (MAIDEN, NICK NAMES, ALTERNATE SURNAMES)

C. ORI- IS THE ORI NUMBER ASSIGNED TO YOUR AGENCY.

D. DOB- APPLICANT’S DATE OF BIRTH (01/01/1901)

E. CITIZENSHIP- APPLICANT’S COUNTRY OF LEGAL CITIZENSHIP

F. SEX- APPLICANT’S GENDER (M- MALE, F-FEMALE)

G. RACE- APPLICANT’S RACE
   (W- White or Hispanic, B- Black, A- Asian or Pacific Islander, I- American Indian or Native Alaskan)

H. HEIGHT- APPLICANT’S HEIGHT (FORMAT: 5’ 08”)

I. WEIGHT- APPLICANT’S WEIGHT (FORMAT: 136)

J. EYES- APPLICANT’S EYE COLOR; FORMAT AS FOLLOWS:
   (BLK-Black, BRO-Brown, BLU-Blue, GRN-Green, GRY-Gray, HAZ-Hazel, MAR-Maroon, MULT-Multicolored, PNK-Pink)

K. HAIR- FORMAT AS FOLLOWS:
   (BLO-Blond Or Strawberry, BLU-Blue, BRN-Brown, BAL-Bald, GRN-Green, GRY-Gray, ORG-Orange, PUR-Purple, RED-Red Or Auburn, PNK-Pink, SDY-Sandy, WHT-White)

L. PLACE OF BIRTH- STATE ABBREVIATION AND/OR COUNTRY WHERE APPLICANT WAS BORN.

M. SOCIAL SECURITY NUMBER- APPLICANT’S SOCIAL SECURITY NUMBER.

N. SIGNATURE OF PERSON FINGERPRINTED- APPLICANT’S SIGNATURE.

O. RESIDENCE OF PERSON FINGERPRINTED- APPLICANT’S ADDRESS.

P. DATE- DATE APPLICANT’S FINGERPRINTS WERE TAKEN.

Q. SIGNATURE OF OFFICIAL TAKING FINGERPRINTS- If applicant is rolling their own fingerprints the applicant should sign the form.

R. EMPLOYER NAME AND ADDRESS- NAME AND PHYSICAL ADDRESS OF THE DIOCESE OR INSTITUTION REQUIRING THE APPLICANT’S CRIMINAL RECORD CHECK. THIS IS VERY IMPORTANT AS IT IS HOW WE DETERMINE WHERE TO SEND THE RESULTS TO.

S. REASON FINGERPRINTED- This reason is given to you when you receive your ORI# from the FBI. Every agency is different. Speak with your CJIS Compliance Officer if you have questions.
Capturing Legible Fingerprints

Proper Capture of Image within Fingerprint Block

INCORRECT
Image printed too low in block.
Image protrudes into neighboring fingerprint block.

CORRECT
Entire image printed in the center of the block.

Proper Orientation of Rolled Fingerprint Impressions

INCORRECT
Image captured at an angle.

CORRECT
Capture image in a vertical upright position.

Proper Capture of Plain Fingerprint Impressions

INCORRECT
Image captured horizontally.

CORRECT
Image captured at an appropriate angle.
White Lines/Cracks/Worn Ridges within Fingerprint Pattern Area

INCORRECT

Indicates dry, rough skin.
Fingerprint ridge detail not visible.

CORRECT

Worn ridge detail may be improved with the following:
1) Ridge Builder
2) Corn Huskers Lotion
3) Lotion containing Aloe Vera
4) Massage finger to force blood to fingertips

Roll Fingerprints Nail to Nail

INCORRECT

1) Delta needs to be present in a Loop pattern.

INCORRECT

2) Deltas need to be present in a Whorl pattern.

CORRECT

1) Roll finger in a smooth continuous motion from nail to nail.
2) Roll thumbs towards subject. Roll fingers away from the subject.
3) Ensure entire first joint of the finger is in constant contact with the card.

Complete Pattern Area Not Present in Rolled Impressions

INCORRECT

INCORRECT

CORRECT
1) Do not apply excessive ink to the fingertip.
2) Do not apply excessive pressure to the fingertip.
3) During capture, turn subject’s wrist and simply guide the finger being printed.

Do not record multiple fingerprint images in a single fingerprint block.
The Kentucky AFIS Technical Guide

Recording Inked Fingerprints

October 1999
Techniques for Taking Good Fingerprints

The Kentucky State Police Records Section is the Central Repository of fingerprints for the Commonwealth of Kentucky. The Records Section fingerprint files contain fingerprint records of approximately 500,000 individuals. This reservoir of fingerprint impressions has been recorded on fingerprint cards with the use of printer's ink in order to properly file the thousands of fingerprint cards received each year. The State Police has for many years recommended that all fingerprint impressions be taken with black printer's ink to insure the fingerprints are clear, legible, and of a permanent nature.

For those agencies and departments which continue to use the proven process of recording fingerprint impressions with black printer's ink the following is offered for assistance. Much of the material is applicable to any method of recording fingerprint impressions. The basic equipment for taking fingerprints consist of an inking plate, a card holder, printer's ink (heavy black paste), and a roller. This equipment is simple and inexpensive. In order to obtain clear and distinct fingerprints it is necessary to spread the printer's ink in a thin, even coating on a small inking plate. A roller similar to that used by printers in making galley proofs is best adapted for use as a spreader. Its size is a matter determined by individual needs and preferences. However, a roller approximately 6 inches long and 2 inches in diameter has been found to be very satisfactory. These rollers may be obtained from fingerprint supply companies. An inking plate may be made from a hard, rigid, scratch resistant metal plate 6 inches wide by 14 inches long or by inlaying a block of wood with a piece of glass or plastic 1/4 inch thick, 6 inches wide, and 14 inches long. The glass plate should be secured onto or inlaid into the base in order to prevent breakage. The inking surface should be elevated to a sufficient height to allow the subject's forearms to assume a horizontal position when the fingers are being inked. For example, the inking plate may be placed on the edge of a counter or table of counter height in such a position the operator has greater assurance of avoiding accidental strain or pressure on the fingers and enabling him to procure more uniform impressions. The inking plate should also be placed so that the subject's fingers which are not being printed can be made to swing off the table to prevent their interfering with the inking process.

A complete fingerprint stand may be purchased from fingerprint supply companies. These stands contain a card holder and a chrome strip which is used as an inking plate. Compartments situated under the inking platform are used to store blank fingerprint cards and other miscellaneous supplies. This equipment should be supplemented by cleaning fluid and necessary cloths so that the subject's fingers may be dried or cleaned (as necessary) before rolling, and for cleanup afterwards including the inked plate and roller. Denatured alcohol and commercially available cleaning fluids are suitable for this purpose.
Fingerprints should be taken on an eight inch by eight inch card stock. The Kentucky State Police have adopted the standard FBI Criminal Fingerprint Card as the official state card. This change has been mandated to facilitate uniformity of format and data field locations of the arrest fingerprint cards which is essential for the timely automated processing of the large daily volume of fingerprint cards received by the State Police Records and the Automated Fingerprint Identification Sections.

Figure 2 shows fingerprints properly taken on one of the standard fingerprint cards from the Kentucky State Police Department. From this illustration, it is evident there are two types of impressions involved in the process of taking fingerprints. The upper 10 prints are taken individually - thumb, index, middle, ring, and little fingers of each hand in the order named. These are called "rolled" impressions, the fingers being rolled from side to side in order to obtain all available ridge detail. The smaller impressions at the bottom of the card are taken by simultaneously printing all of the fingers of each hand and then the thumb without rolling. These are called "plain" or "simultaneous" impressions and are used as a check upon the sequence and accuracy of the rolled impressions. Rolled impressions must be taken carefully in order to insure that an accurate fingerprint classification can be obtained by examination of the various patterns. It is also necessary that each focal point (cores and all deltas) be clearly printed in order that accurate ridge counts and tracings may be obtained. In preparing to take a set of fingerprints, a small daub of ink should be placed on the inking glass or slab and thoroughly rolled until a very thin, even film covers the entire surface. The subject should stand in front of and at forearm's length from the inking plate. In taking the rolled impressions, the side of the bulb of the finger is placed upon the inking plate and the finger is rolled to the other side until it faces the opposite direction. Care should be exercised so the bulb of each finger is inked evenly from the tip to below the first joint. By pressing the finger lightly on the card and rolling in exactly the same manner, a clear rolled impression of the finger surface may be obtained. It is better to ink and print each finger separately beginning with the right thumb and then, in order, the index, middle, ring, and little fingers.

If consideration is given to the anatomical or bony structure of the forearm when taking rolled impressions, more uniform impressions will be obtained. The two principal bones of the forearm are known as the radius and the ulna, the former being on the thumb side and the latter on the little finger side of the arm. As suggested by its name, the radius bone revolves freely about the ulna as a spoke of a wheel about the hub. In order to take advantage of the natural movement in
Figure 2 -- Properly taken inked fingerprint card
taking rolled impressions, the hand should be rotated from the awkward to the easy position. This requires that the thumbs be rolled toward and the fingers away from the center of the subject's body. This process relieves strain and leaves the fingers relaxed upon the completion of rolling so that they may be lifted easily from the card without danger of slipping which smudges and blurs the prints. Figure 4 shows the proper method of holding a finger for inking rolled impression.

![Figure 3 – Spreading the ink](image3.png) ![Figure 4 – Inking the fingers](image4.png)

The degree of pressure to be exerted in inking and taking rolled impressions is important, and this may best be determined through experience and observation. It is quite important, however, that the subject be cautioned to relax and refrain from trying to help the operator by exerting pressure as this prevents the operator from determining the amount of pressure needed. A method which is helpful in effecting the relaxation of a subject's hand is that of instructing him/her to look at some distant object and not to look at his/her hands. In any case, the positions of both subject and operator should be natural and relaxed if the best fingerprints are to be obtained.

To obtain "plain" impressions, all the fingers of the right hand should be pressed lightly upon the inking plate, then pressed simultaneously upon the lower right hand corner of the card in the space provided. The left hand should be similarly printed, and the thumbs of both hands should be inked and printed, without rolling, in the space provided. Figures 5 and 6 show the correct methods of taking both rolled and plain impressions of the fingers.

![Figure 5 - Taking rolled impressions](image5.png) ![Figure 6 - Taking plain impressions](image6.png)
Problems in Taking Inked Fingerprints

From time to time various problems arise concerning the taking of inked impressions. It is believed that these problems can be divided into four phases:

- Mechanical operation
- Temporary disabilities
- Permanent disabilities
- General

**Mechanical Operation**

In order to take good fingerprints, the necessary equipment should be maintained in a neat and orderly manner at all times.

Indistinct or illegible prints are usually caused by one or more of the following factors:

1. Failure to reproduce the focal points (deltas or cores) because the finger has not been fully rolled from one side to the other, and the bulb of the finger from joint to tip has not been completely inked.
2. Allowing the fingers to slip or twist will result in smears, blurs, and false-appearing patterns. The fingers should be held secure, but with the officer not applying too much pressure. The subject should be instructed not to try to help and to remain passive throughout the fingerprinting procedure.
3. The use of writing or similar ink resulting in impressions that are too light and faint or in which the ink has run, obliterating the ridge detail. The best results will be obtained by using heavy black printer's ink, which should not be thinned before using. This ink will dry quickly and will not blur or smear with handling.
4. Failure to thoroughly clean the fingers or inking apparatus of foreign substances and perspiration, causing the appearance of false markings and the disappearance of ridge characteristics. Alcohol or a nonflammable cleaning agent may be used. In warm weather, each finger should be wiped dry of perspiration before inking and printing the fingers.
5. The use of too much ink, obliterating or obscuring the ridges. If printer's ink is used, a small amount of ink applied to the inking plate will suffice for several sets of prints. It should be spread to a thin even film by rolling the ink over the plate by means of the roller.
6. Insufficient ink will result in ridges too light and faint to be counted or traced.

**Temporary Disabilities**

There are temporary disabilities affecting an individual's hand which are sometimes beyond the control of the officer. These can be fresh cuts, or wounds, bandaged fingers or finger, occupational (Carpenters, bricklayers, etc.) blisters, and excessive perspiration. Children, whose ridges are small and fine, would also come under this heading. Extreme care should be exercised in fingerprinting...
Temporary disabilities, such as fresh cuts, wounds, and bandaged fingers, are beyond the control of the officer. An indication on the fingerprint card to the effect that a finger is "freshly cut or bandaged" is necessary on the fingerprint card in the individual fingerprint block.

Problems resulting from the occupation of the individual (such as carpenters, bricklayers, cement workers) are a definite challenge to the officer. When it is obvious that the occupation of the individual being fingerprinted has affected or worn the ridges on the tips of the fingers to the point where it is difficult to obtain legible fingerprints, consideration should be given to the use of softening agents (oils and creams). It is possible in many instances to obtain legible fingerprints when the ridges are worn by using a very small amount of ink on the inking plate as described above in taking fingerprint impressions of persons of advanced age.

Excessive perspiration will result in the failure of ink to adhere properly to the tips of the fingers. When this situation is encountered, the subject's fingers should be individually wiped clean and immediately inked and printed. This process should be followed with each finger. It is also helpful to wipe the fingers with alcohol or some other drying agent which will temporarily reduce the amount of perspiration and thus permit the officer to obtain dear, legible fingerprint impressions.

**Permanent Disabilities**

Another phase involves permanent disabilities which can in most cases be controlled by the officer. These can be the lack of fingers (born without), amputations, crippled fingers (bent, broken), deformities (webbed, extra fingers), and old age. With respect to lack of fingers, it should be noted that some individuals are born without certain fingers. The notation "missing" is not satisfactory because it does not sufficiently explain the correct situation. It is suggested that "missing at birth" or some similar notation be made in the individual fingerprint block on the card.

Concerning amputations, it is suggested that a proper notation to this effect appear in the individual fingerprint block or blocks. It is suggested that if only a portion of the first joint of a finger is amputated, the finger should be inked and printed. A notation concerning this fact "AMP" should be made on the fingerprint card in the individual fingerprint block. In those cases where all of the fingers are amputated, inked footprints should be obtained.

The handling of crippled fingers and certain deformities can be discussed in this group because they generally present the same problems. It is not sufficient in all cases to indicate "broken," "bent," or "crippled." If the fingers are bent or crippled so that they are touching the palm and cannot be moved, a notation to this effect should be on the fingerprint card in the proper individual fingerprint block. However, it is believed that these extreme cases are rare. It is suggested that the special inking devices used for taking the prints of deceased individuals be used in taking inked impressions of bent or crippled fingers. This equipment consists of
a spatula, a small roller, and a curved holder for the individual finger blocks.

Old age has been placed under permanent disability only for discussion purposes. The problem is not encountered frequently in taking the fingerprints of individuals who are arrested. The situation of crippled fingers due to old age may be met, and it can be handled as previously suggested. In most cases the problems arise because of the very faint ridges of the individual. It is believed that in the majority of cases, legible inked prints can be obtained by using a very small amount of ink on the inking plate and by using little pressure in the rolling of the fingers.

**General**

The preceding problems have dealt with the mechanical or operational processes. However, there are other problems which may necessitate returning a fingerprint card to the submitting agency such as incomplete arrest data or descriptive information. A fingerprint card may also be returned due to discrepancies in information such as name, age, sex, race, charge, and date of arrest or for the lack of such data.

The success and value of fingerprint identification services to law enforcement agencies are largely dependent on the clear, legibly printed fingerprints accompanied by complete descriptive information.