

## Instructions for Completing Fingerprint Cards

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The following instructions are in the order in which the fingerprint card should be completed to help minimize incompleteness. The “reason fingerprinted” is entered, in accordance with FBI instructions, as “Mental Health Provider Applicant, VA Code § 37.2-416”. **Other than signatures, it is required that all entries be either typewritten or printed in block-style letters.** Complete one card for each applicant.

1. The name and address of the provider (“employer”) are entered. *This block is to be completed by the licensed provider’s authorized contact person.*
2. The 3 or 4 digit provider number is entered. This number is the first three or four digits of the program license number issued by DBHDS’ Office of Licensure. This number is used for tracking and billing purposes only. *This block is to be completed by the licensed provider’s authorized contact person.*
3. The applicant’s name is entered. The **FULL** name, not initials, must be entered. Enter “**NMN**” if the applicant does not have a middle name. If applicant does not have a first or middle name and uses only initial(s), enter “**IO**” in appropriate place.
4. The applicant’s address is entered.
5. The applicant’s social security number is entered.
6. The applicant’s date of birth is entered. If the date of birth is unknown, enter the best approximate age (e.g., “Age 20”).
7. The applicant’s known aliases, if any, are entered. The term “aliases” is generic and includes all names currently or formerly used by the applicant. Aliases include, but are not limited to: spiritual name(s), pen name(s), maiden name, and former married name(s).
8. The applicant’s citizenship is entered.
9. The applicant’s sex is entered.
10. The applicant’s race is entered.
11. The applicant’s height is entered.
12. The applicant’s weight is entered.
13. The applicant’s eye color is entered.
14. The applicant’s hair color is entered.
15. The applicant’s place of birth is entered.
16. The applicant’s fingerprints are affixed. Any qualified individual may take the fingerprints. Options include: (a) having fingerprints taken by a local law enforcement agency, (Section 19.2-392 of the Code of Virginia sets a maximum fee limit of \$10 for police authorities to provide these services.) and (b) the provider contracting with or employing a qualified individual to take fingerprints. The individual taking fingerprints must verify the identity of the applicant. An official identification card bearing the applicant’s picture can verify the applicant’s identity. A valid driver’s license is preferred.

17. The individual taking the prints enters the date they are taken.
18. The individual taking the prints signs the fingerprint card.
19. The applicant signs the fingerprint card.

**If an amputation or deformity makes it impossible to print a finger, make a notation to that effect in the individual fingerprint block (refer to VIII G. 10.). If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained with a memo paper clipped to the card explaining the circumstances.**

All prints must be taken in proper order, clear, **legible**, fully rolled, and classifiable. All data called for are essential.

If a provider is aware of a disability, it is recommended that they give the individual 2-3 cards to take to the police official and have 2 different officials take the prints – the provider can hold the extra cards for processing if the prints reject.

**Important:** Submittal of smudged or other unacceptable fingerprints can't be processed and will be deemed "non-classifiable" by the Virginia State Police and/or FBI. Thus, providers are encouraged to take the steps necessary to assure the individual or entity taking prints is trained and qualified to do so.