



## INSTRUCTIONS FOR COMPLETING A FINGERPRINT CARD

Licensees must complete all items which are marked by a black “X” on the card. To facilitate prompt and accurate processing of the fingerprint card by the DOJ and FBI, type or print legibly in BLACK INK all requested information on the card. If any color other than black is used, the card will be rejected and another card will have to be completed and submitted.

Use the abbreviations listed below for the physical description items:

- **Height (HGT)** - Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. DO NOT USE THE METRIC SYSTEM. Correct example: 5' 9".
- **Weight (WGT)** - Express in pounds. Do not use fractions of a pound; round off to the nearest pound. DO NOT USE THE METRIC SYSTEM. Correct example: 139 lbs.
- **Color of EYES** -
 

Black	<b>BLK</b>	Gray	<b>GRY</b>
Blue	<b>BLU</b>	Green	<b>GRN</b>
Brown	<b>BRN</b>	Hazel	<b>HZL</b>
- **Color of HAIR** -
 

Bald	<b>BAL</b>	Gray	<b>GRY</b>
Black	<b>BLK</b>	Red/ Auburn	<b>RED</b>
Blonde	<b>BLN</b>	Sandy	<b>SDY</b>
Brown	<b>BRN</b>	White	<b>WHI</b>

Each licensee MUST have his/her fingerprints imprinted only in BLACK INK on fingerprint card. Fingerprints should be taken at a local law enforcement agency. There may be a fee for this service. We advise that you should call first as to a convenient time.

**DO NOT FOLD FINGERPRINT CARD.** Use a 9" X 12" envelope to return your completed fingerprint card with fee. Write "DO NOT FOLD" on the envelope. If your card is folded, you will need to complete and submit a new fingerprint card.

The current fingerprint processing fee for DOJ and FBI is \$49.00 and is payable to the Board of Registered Nursing by check or money order in U.S. currency. This fee is not refundable and is subject to change by the DOJ and FBI without notice. In addition, a print “rolling” fee of \$5.00 to \$45.00 will be required at the fingerprint site.