

## Getting Your Fingerprints DOs and DON'Ts

### DO:

- Bring your completed Application form.
- Print your name, address, and phone number neatly on the finger print card. Also, please make sure to complete all personal identifiers on the finger print card, such as height, weight, race, etc. A signature is also required; cards will not be accepted if a signature is not present. Write your height as "\_\_'", so for example for a person that is 5 feet 8 inches tall it would appear as 5'8"
- At facilities that accept appointments, make one – even if they take walk-ins.
- Use your legal name, the name on your ID, on your form and when making your appointment. Bring valid state or federal government issued identification. Gym membership cards, warehouse club cards, library cards, credit cards, etc.-even if they have your picture-are not acceptable forms of ID. High school or college IDs are not acceptable in most states. Some states require two forms of ID. If you have any concern, ask while making an appointment.
- When making your appointment, make it clear this is a "self-check" and you will be paying for the services. Save your receipt and submit it with your print cards for reimbursement.
- Confirm the location has cardstock for fingerprinting. If they do not, contact the Military OneSource Fingerprint Collection Team at (888) 548-7223 (toll free - 9am until 6pm Eastern), 1-484-381-3200 (9am until 6pm Eastern), or MilitaryOneSource@accu-trace.com as soon as possible to discuss options.
- Ask the fee and payment options before you go as some locations have a 'rolling' fee, may or may not accept credit cards, and other such considerations.
- If your fingers are overly sweaty or overly dry, you will have problems being printed. If either are a common problem, bring a wet-nap, alcohol swabs or baby wipes.
- Relax your shoulders, elbows, wrists, hands and fingers. If you're tense it makes it a lot harder for the Fingerprint Technician to get your prints.
- Let the Fingerprint Technician roll your fingers.
- Smokers, especially, should wash their hands with soap and water before being printed.
- Be sure your fingers are free of paint, glue, dirt, nail polish, etc.
- If you have been finger printed before and have had problems with unreadable prints, make sure to tell the technician taking your prints. They have methods to improve readability. If you obtain your finger prints from a local police department or state agency they may have a substance called "Ridge Builder" that will also enhance the ridges and swirl patterns in your fingertips. You may ask the technician if this product is available prior to getting your finger prints done.

### DON'T:

- Press. Let the Fingerprint Technician decide how much pressure is needed.
- Move your fingers. Let the Fingerprint Technician roll your fingers.
- Arch your fingers. Your fingers should lay flat.
- Curl up the rest of your hand when the Fingerprint Technician is printing your thumbs
- Apply hand lotion. Avoid sun-screen, creams, balms, ointment or liniment the day you are scheduled to be finger printed.
- Worry about any hand or finger deformities. Most professional Fingerprint Technicians have seen and printed a vast variety of different fingers.
- Get funny. The FBI does not have a sense of humor. The terms "AKA" and "Alias" mean any other name or names you have ever used legally. This includes maiden names, previous married names, hyphenated names, names you used before you changed names through immigration, nicknames if they have been used on credit cards, bank accounts, etc. This does not include nicknames your friends call you, your significant other calls you, or whatever might be shouted by your fellow motorists.