

PROCEDURES FOR SUBMITTING FINGERPRINTS

The arresting agency can submit criminal fingerprints to the FBI CJIS Division for offenses that have occurred anytime in the past. If the original arrest fingerprints are available, they may be forwarded via either hardcopy through the U.S. Postal Service or through card scanning procedures supported by a State Identification Bureau. If the offenders fingerprints are obtained for other purposes at some point later for other purposes (i.e., sex offender registration), the newly captured fingerprints can be used to create the initial arrest fingerprint.

On 12/06/2010 by CJIS Information Letter, the FBI CJIS Division advised users that we will now accept and maintain sex offender registration (SOR) fingerprints. If submitting electronically, SOR prints must be submitted using the Criminal Arrest Retain (CAR) Type of Transaction (TOT). The Arrest Segment Literal Field (2.047) should contain Sex Offender Registration or similar language, and the Retention Code Field (2.005) should be Y. Hardcopy prints must be submitted on the criminal fingerprint card (red card).

I. INFORMATION REQUIRED ON ARREST FINGERPRINT SUBMISSION

- A. ELECTRONIC CAPTURE** – When fingerprints are captured electronically, they can be electronically submitted to the FBI CJIS Division via the State Identification Bureau (SIB), a federal CJIS Systems Agency (CSA), or printed and mailed. The FBI CJIS Division provides postage-paid envelopes for paper submissions from federal and tribal agencies.

IDENTIFIER	CONDITION	FIELD NUMBER	FIELD NAME	INFORMATION TO BE INCLUDED IN FIELD
LEN	M	2.001	LOGICAL RECORD LENGTH	Completed by equipment.
IDC	M	2.002	IMAGE DESIGNATION CHARACTER	Completed by equipment.
RET	M	2.005	RETENTION CODE	Y
ATN	O	2.006	"ATTENTION" INDICATOR	Name of person who should receive response.
SCO	O	2.007	SEND COPY TO	Leave blank.
OCA	O	2.009	ORIGINATING AGENCY CASE NUMBER	Case number from arrest report or registration case number.
FBI	O	2.014	FBI NUMBER	Include if available.
SID	O	2.015	STATE IDENTIFICATION NUMBER	Include if available.
SOC	O	2.016	SOCIAL SECURITY ACCOUNT NUMBER	Include if available.

MNU	O	2.017	MISCELLANEOUS IDENTIFICATION NUMBER	Include if available.
NAM	M	2.018	NAME	Surname, followed by a comma, followed by given names.
AKA	O	2.019	ALIASES	Include if available (same format as NAM).
POB	M	2.020	PLACE OF BIRTH	State, Territory, Canadian Province, Country, or Native American Indian Tribe where born.
CTZ	O	2.021	COUNTRY OF CITIZENSHIP	Country or Native American Indian Tribe of citizenship.
DOB	M	2.022	DATE OF BIRTH	
SEX	M	2.024	SEX	
RAC	M	2.025	RACE	
SMT	O	2.026	SCARS, MARKS, AND TATTOOS	Include if available.
HGT	M	2.027	HEIGHT	
WGT	M	2.029	WEIGHT	
EYE	M	2.031	COLOR EYES	
HAI	M	2.032	HAIR COLOR	
PPA	O	2.035	"PALM PRINTS AVAILABLE" INDICATOR	Y = if palm prints of subject are available. Leave blank if not.
PHT	O	2.036	"PHOTO AVAILABLE" INDICATOR	Y = if photograph of subject is available. Leave blank if not.
EAD	O	2.039	EMPLOYER AND ADDRESS	Include if available.
OCP	O	2.040	OCCUPATION	Include if available.
RES	O	2.041	RESIDENCE OF PERSON FINGERPRINTED	Include if available.
DOA	M	2.045	DATE OF ARREST	If DOA not available, use date of conviction. For SOR prints, DOA should be date of registration.
ASL	M	2.047	ARREST SEGMENT LITERAL	Title of criminal offense or SEX OFFENDER REGISTRATION
	O		DATE OF OFFENSE (DOO)	Date of the criminal offense.
CSL	O	2.051	COURT SEGMENT LITERAL	

	O		COURT DISPOSITION DATE (CDD)	Data of disposition.
	M		COURT OFFENSE LITERAL (COL)	Title of criminal offense and disposition. For example: RAPE GUILTY 25 TO LIFE.
SSD	O	2.054	CUSTODY OR SUPERVISORY STATUS - START DATE	Include if subject in custody or under supervision.
SLE	O	2.055	CUSTODY OR SUPERVISORY STATUS COURT LITERAL	Include if subject in custody or under supervision.
ICO	O	2.056	IDENTIFICATION COMMENTS	Any caution indicator.
IMA	O	2.067	IMAGE CAPTURE EQUIPMENT	Completed by equipment.
	M		ORIGINATING FINGERPRINT READING SYSTEM MAKE (MAK)	Completed by equipment.
	M		ORIGINATING FINGERPRINT READING SYSTEM MODEL (MODL)	Completed by equipment.
RAP	O	2.070	REQUEST FOR ELECTRONIC RAP SHEET	Leave blank unless submitting through SIB. Then follow their instructions.
CRI	M	2.073	CONTROLLING AGENCY IDENTIFIER	ORI of arresting or registering agency.
AMP	C	2.084	AMPUTATED OR BANDAGED	If subject has fewer than 10 fingers that are printable.
	M		FINGER NUMBER (FGP)	
	M		AMPUTATED OR BANDAGED CODE (AMPCD)	
TAA	O	2.087	TREAT AS ADULT	Y = juvenile processed as adult. Leave blank if not.

Under the condition column: O = Optional; M = Mandatory; C = Conditional.
The live-scan device will enforce the field edits.

B. INK-ROLLED CAPTURE – When fingerprints are captured manually, they can be converted to electronic format using authorized card scanning software. Electronic

fingerprints must be submitted via the SIB or a federal CSA. Paper fingerprints can be mailed directly to the FBI CJIS Division in provided postage-paid envelopes.

Attached document Criminal Fingerprint Guidelines provides additional information.

C. DATA CODES – Valid field codes are documented in the *NCIC 2000 Code Manual*, Personal Descriptors section and State and Country Codes section (attached).