**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.

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| **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 GUILITY 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.

1. **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).