FINGERPRINT CARD INFORMATION

Please follow the instructions below. Any missing or incorrect information will result in a delay in the application process. Processing time for fingerprint cards is approximately 30 to 60 days. A license will not be issued until fingerprint clearance has been received.

- Print two separate fingerprint cards onto cardstock. Do not print back to back.

- Please check with your local law enforcement agency or professional fingerprint facility to have prints rolled onto the cardstocks.

- Please complete all shaded sections.

- Return both cards to the Board. *Do not fold or crease these cards or they will be returned*. This will add additional time for processing.

- Please submit the $49 fingerprint card processing fee with the cards, payable to SLPAHADB.
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<td>Speech-Language Pathology &amp; Audiology &amp; Hearing Aid Dispensers Board</td>
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<tr>
<td>2005 Evergreen Street, Suite 2100</td>
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<td>Sacramento, CA 95815</td>
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<td>REASON FINGERPRINTED</td>
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3. ARCH

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FD-258 (REV. 9-9-13)

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

- Ensure all information is typed or legibly printed using blue or black ink.
- Enter data within the designated field block.
- Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)
- The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex - fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)
- Do not use highlights on fingerprint cards.
- Do not enter data or labels within the 'Leave Blank' areas.
- Ensure the 'Reply Desired' field is checked when applicable (criminal only).
- Ensure fingerprint impressions are rolled completely from nail to nail.
- Ensure fingerprint impressions are in the correct sequence.
- Ensure notations are made for any missing fingerprint impression (i.e. amputation).
- Do not use more than two retabs per fingerprint impression block.
- Do not use more than two retabs per fingerprint impression block.

Training aids can be ordered online via the Internet by accessing the FBI’s website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section’s Customer Service Group at (304) 625-5590 or by e-mail at-cliaison@leo.gov.

PRIVACY ACT STATEMENT

Authority: The FBI’s acquisition, preservation, and exchange of information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, state statutes pertaining to criminal justice, and applicable state statutes.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based checks. Your fingerprints are never shared with other agencies without your consent. The FBI may retain fingerprint cards for the sole purpose of identifying you. Your fingerprints may be published at any time in the Federal Register, including routine uses.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

* PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

** MISCHELLENOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS’ ADMINISTRATION CLAIM NO. (VA).