

FINGERPRINT CARD INSTRUCTIONS

1. **Two** fingerprint cards per person are required.
2. Printing should be done by a trained professional at the racetrack license office, or your local police station. The prints must be clear, legible rolled prints. (Note the illustration on the back of the cards.)
3. The following specific instructions should be followed:
 - (a) Fingers should be washed and dried thoroughly prior to prints being taken.
 - (b) The fingerprint cards must be typed or filled out in **BLACK** ink.
 - (c) Sign the fingerprint cards in the "Signature of person printed" box.
 - (d) Your name, at the top of the card, and all other information should be typed or printed **CLEARLY**.
 - (e) Sections titled DOB, POB (City, State), SEX, RACE, HGT, WGT, EYES, and HAIR must be filled out.
 - (f) RACE – use W for White, B for Black, A for Asian, I for Native American, MX for Mexican, U for other. **DO NOT USE THE LETTER "C"**.
 - (g) The section CTZ is for your citizenship – U.S., Cuba, Canada, Mexico, etc.
 - (h) The section SOC is for your social security number if you have one, and is **VERY** important.
 - (i) HGT – use feet and inches. Do not use total inches.
 - (j) EYES and HAIR – To describe color of eyes and hair, use appropriate three-letter code from the following list:

COLOR	CODE
Bald	BAL
Black	BLK
Blond or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray or partial gray	GRY
Green	GRN
Hazel	HAZ
Red or Auburn	RED
White	WHI

- (k) **DO NOT** fill out the sections titled: OCA, ORI, FBI, or Reason Fingerprinted.
- (l) **DO NOT** fold or damage the fingerprint cards in any way. The cards cannot be processed if they have been folded, creased, or damaged.
- (m) If your prints are rejected, you will be asked to submit them again. This could delay your processing.

SEE SAMPLE CARD BELOW – Fingerprints are sent to OSBI/FBI for criminal background check.

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK				FBI	LEAVE BLANK		
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME					
		✕	✕	✕					
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>	OR I OK920030Z OK HORSE RACING COMM OKLAHOMA CITY, OK						
RESIDENCE OF PERSON FINGERPRINTED									
		CITIZENSHIP <u>CTZ</u>	SEX	RACE	HGT	WGT	EYES	HAIR	DATE OF BIRTH <u>DOB</u>
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	YOUR NO. <u>OCA</u>	✕	✕	✕	✕	✕	✕	Month Day Year
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>	PLACE OF BIRTH <u>POB</u>						
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>	LEAVE BLANK						
		SOCIAL SECURITY NO. <u>SOC</u>	CLASS _____ REF. _____						
		MISCELLANEOUS NO. <u>MNU</u>							