


FBI Background Check

APPLICATION <small>See Privacy Act Notice on Back</small> FD-258 (REV.12-10-07)		LEAVE BLANK		1 TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME FIRST NAME MIDDLE NAME				FBI LEAVE BLANK	
2 SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA O R I		DATE OF BIRTH DOB		13		14	
3 RESIDENCE OF PERSON FINGERPRINTED									
4 SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP CTZ 7		8 SEX	9 RACE	10 HGT	11 WGT	12 EYES	13 HAIR
DATE		YOUR NO. OCA		LEAVE BLANK CLASS _____ REF _____					
5 EMPLOYER AND ADDRESS		FBI NO. FBI							
6 REASON FINGERPRINTED		SOCIAL SECURITY NO. SOC 15							
		MISCELLANEOUS NO. MNU							
									

Instructions for completing the personal information on the fingerprint forms:

All fields highlighted in yellow above must be filled out on the fingerprint form completely. Be sure to fill out both forms. Please print legibly and use **BLACK INK**.

- Please print clearly in the **First, Middle** and **Last Name** fields.
- Signature of Person Being Fingerprinted** – You must sign this section when your fingerprints are applied to the card/form. This signature should be your full legal name, and it must be signed in the presence of the agent taking your fingerprints, so **DO NOT sign the card before your fingerprinting visit**.
- Residence of Person Fingerprinted** – Enter the residence of the person being fingerprinted.
- Signature of Official and Date** – Card must be signed and dated by the agent taking your prints.
- Reason Fingerprinted** – Please fill in the reason for fingerprinting in this field.
- Date of Birth** – Date of Birth should be entered MM/DD/YYYY.
- Citizenship** – Please enter the country of your citizenship.
- Sex** – Use M for Male and F for Female.
- Race** – Use the following for race.

White	Caucasian; Central or South America; Cuban; Other Spanish Culture/Origin; Puerto Rican
Black	There are no sub-category under this category
Asian	Chinese; Japanese; Filipino; Korean; Polynesian; Indian; Indonesian; Asian Indian; Samoan; Other Pacific Islander
Indian	American Indian, Eskimo, Alaskan Native; Native Person w/tribal affiliation
Undeterminable	Use this if you do not identify as Black or any other sub-categories listed here

- HGT (Height)** – Enter height in feet and inches-- for example 5'5"
- WGT (Weight)** – Enter weight in pounds – for example 140.
- Eyes** – Use the following abbreviations for Eye Color:

EYES	
BLK	Black
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
HAZ	Hazel
MAR	Maroon
MUL	Multicolored
PNK	Pink

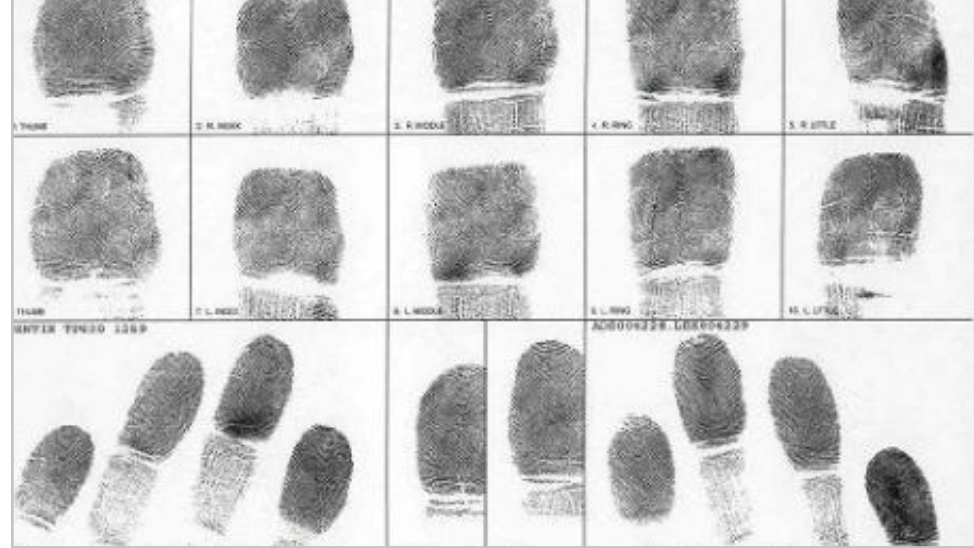
- Hair** – Use the following abbreviations for Hair Color:

HAIR	
BAL	Bald
BLK	Black
BLN	Blond
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
ONG	Orange
PLE	Purple
PNK	Pink
RED	Red or Strawberry
SDY	Sandy
WHI	White

- Place of Birth (POB)** – Enter the US state or the country of birth if place of birth is out of the US
- Social Security Number (SOC)** – Enter the social security number of the person being fingerprinted.

Starting The Fingerprints Procedure with Right Assistance

Consider seeking assistance from a fingerprint agency to guide you through the process, reducing the chances of rejection. Alternatively, reaching out to an authorized individual can also help ensure a smooth process and minimize the risk of rejection.



Dos and Don'ts of the Fingerprint Submission Process for FBI Background Check

DOS:

- DO ensure that you fill out all required fields on the FD-258/1164 cards accurately and completely.
- DO use only black ink and write legibly when completing the fingerprint cards.
- DO ensure that rolled impressions are taken correctly, with ten individually taken fingerprint images rolled from nail to nail. Plain impressions should also be taken to verify the sequence and accuracy of the rolled impressions.
- DO use only FBI-approved (card stock) FD-258/1164 fingerprint cards as they are specifically designed to capture and record fingerprints accurately for various identification and background check purposes.
- DO follow the instructions provided by the agency or service provider carefully to ensure the fingerprints are taken correctly.
- DO verify that the information provided on the cards matches the identification documents you present.
- DO double-check the accuracy of your personal information before submitting the cards.

Don'ts:

- DON'T use a pencil, colored ink, or any other non-standard writing instrument on the fingerprint cards.
- DON'T fold, crease, or otherwise damage the fingerprint cards as this may affect the quality of the prints.
- DON'T submit incomplete or partially filled out FD-258/1164 cards, as this may result in processing delays or rejection.
- DON'T attempt to alter or modify the information provided on the cards after they have been completed.
- DON'T submit outdated versions of the FD-258/1164 cards. Always use the most current version available to ensure compatibility with processing systems. Other fingerprinting cards besides the ones specified are not acceptable

By adhering to these straightforward instructions, you can smoothly navigate the fingerprint submission process for your FBI criminal background check request. Globeia is ready to support you at every stage, guaranteeing the precision and completeness of your application. Keep in mind that meticulous attention to detail can greatly expedite your clearance process.