

TAKING LEGIBLE FINGERPRINTS

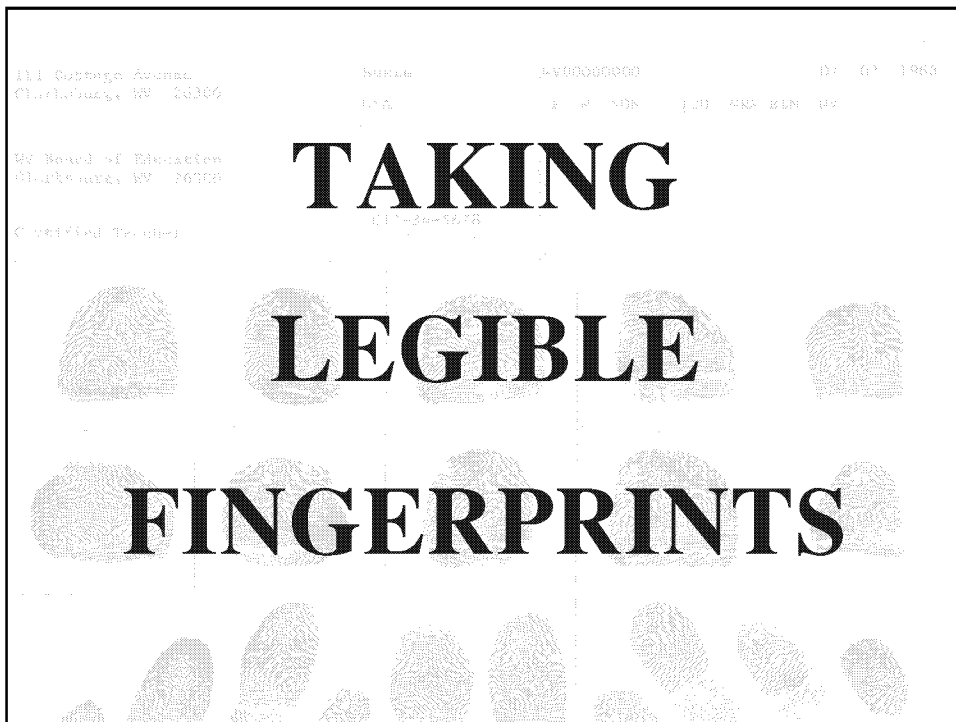


TAKING LEGIBLE FINGERPRINTS

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What Are Fingerprints

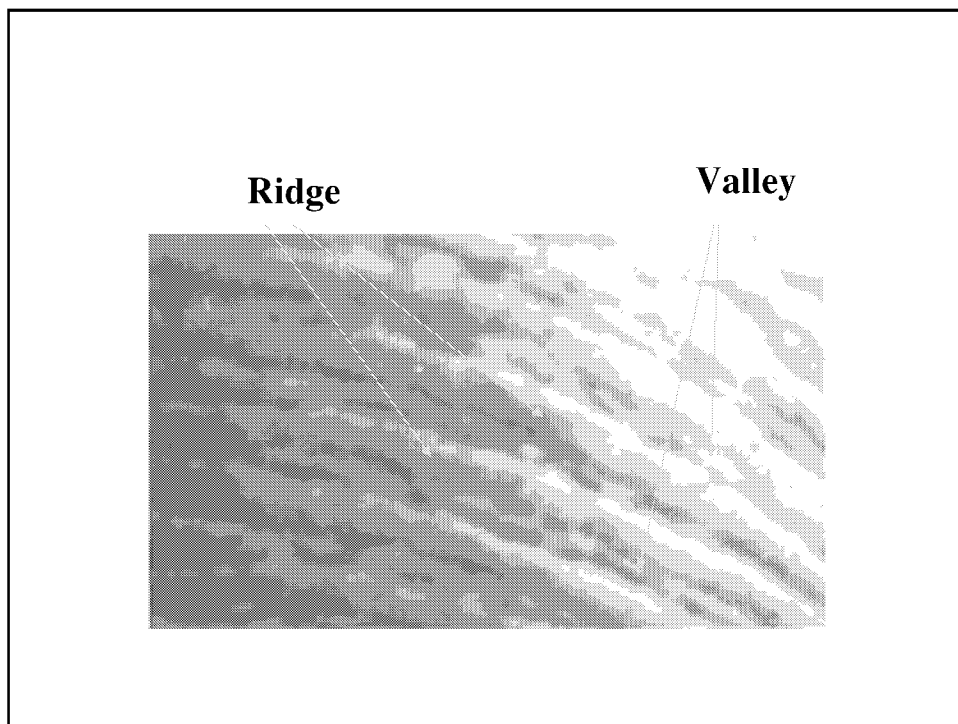
Fingerprints are the result of minute ridges and valleys found on the hand of every person. In the fingers and thumbs, these ridges form patterns of loops, whorls and arches.

The Fingerprint Pattern

The pattern is the unique characteristics of the ridges (lines) and valleys that make up the print. It is defined by the spatial relationship of lines with each other, their beginning and terminating points, and the unique pattern they make.



A good fingerprint image is an image that provides sufficient data to accurately identify and locate the principle features. In IAFIS, these features include minutiae, cores and deltas and ridges.



Arch Pattern

The ridges enter from one side, make a rise in the center and exit generally on opposite side.

Arch Pattern has no delta or core; however, it too must be fully recorded for individual characteristics.



ARCH

Loop Pattern

The ridges enter from either side, recurve and pass out or tend to pass out the same side they entered.

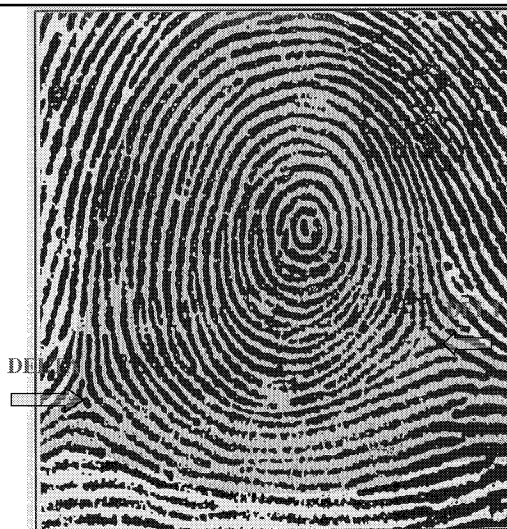
Focal points are the delta and core.



LOOP

Whorl Pattern

The ridges are usually circular. Whorl pattern will have two or more deltas. For a whorl pattern, all deltas and the areas between them must be recorded.



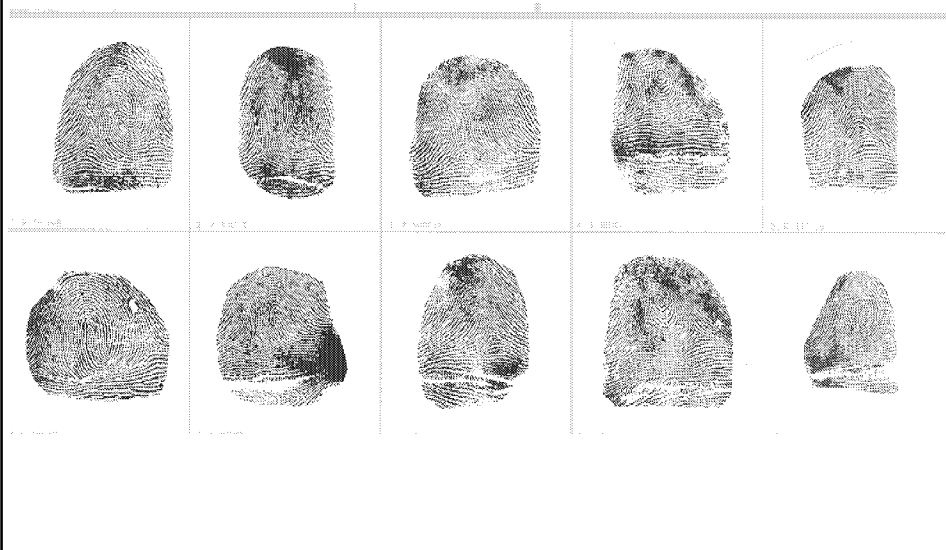
WHORL

Fingerprint Impression Types

Two Types of Impressions

“Rolled” impressions are the upper ten impressions taken individually, which are the thumb, index, middle, ring and little fingers of each hand. These are referred to as “rolled” impressions because the fingers are rolled nail to nail in order to obtain all available ridge detail.

Rolled Impressions



Fingerprint Impression Types

“Plain” impressions are the impressions at the bottom of the card taken simultaneously without rolling. The fingers of each hand are printed at a forty-five degree angle. The thumbs are printed simultaneously to ensure proper positioning .

These are referred to as the “plain,” slapped,” or “flat impressions.

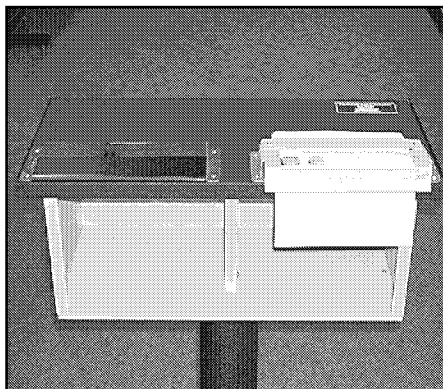
Plain impressions are used to verify the sequence and accuracy of the rolled impressions.

Plain Impressions



Basic Fingerprinting Equipment

Fingerprints can be recorded with any of the following materials:



Ink (Black Printers Ink) and Paper (Standard Fingerprint Card, FD-249 Criminal Card or FD-258 Applicant Card).

Porelon Pad

Contains a built-in ink supply.



Porelon Pad and Paper (Standard Fingerprint Card, FD-249 Criminal Card or FD-258 Applicant Card).

Digit 10

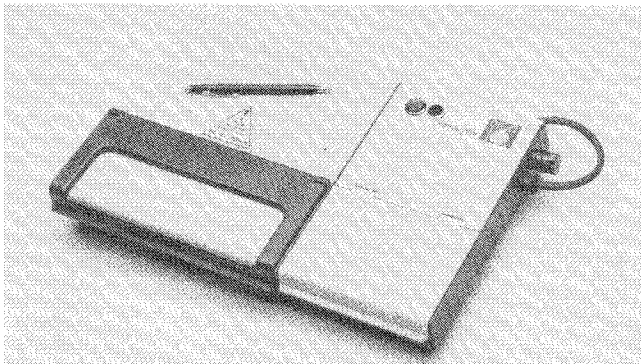
Chemical Method

Prints as red ink and changes to black ink upon processing (apply regular pressure when fingerprinting or fingerprints may be smeared)



...The Better Way does it without ink

Develops clear, black, permanent fingerprints without ink, on any fingerprint cards at a cost comparable to ink — and with a lower reject rate.



Postmortem Kit


Special equipment (fingerprint spoon) used when fingerprinting subjects with deformities. Can be used with fingerprint card strips or retabs.

POSTMORTEM RECORD STRIP HOLDER

This no-smudge, postmortem record strip holder is designed to hold FC345 or FC643 card strips (see page 42) for success fingerprinting of the deceased. Dimensions: 5 3/4" x 1 1/2" x 3/4". Weight: 2 oz. (57 g).

Leading Particulars

- Material: Cold-rolled steel
- Finish: Vinyl-clad aluminum black



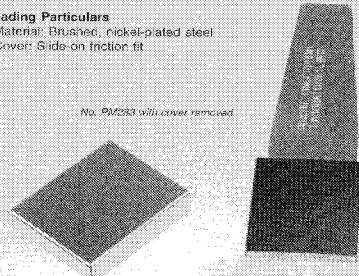
No. PM280

POSTMORTEM INKING TOOLS

Designed specifically for taking fingerprints of the deceased, these finger-sized, pre-inked Porelon pads greatly simplify the inkling of immobilized fingers. They permit rapid, efficient and uniform finger inkling. A rugged, anodized-aluminum case, easy years of service. Pad elements are easily replaceable. Dimensions: 6" x 1 13/16" x 1/2". Weight: 2.8 oz. (80 g).

Leading Particulars

- Material: Brushed, nickel-plated steel
- Cover: Slide-on friction fit




No. PM283 with cover removed

An operator inks a finger with the No. PM283 Postmortem Inking Tool prior to receiving print.

RETABS

...The better way to prevent rejects

No longer let one smudged print cause an entire card to be rejected. Retabs, a specially designed pressure sensitive label, can be used to correct unclear prints on fingerprint cards.

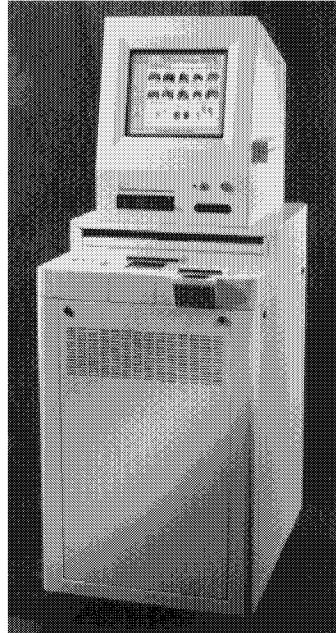


Using the ink and paper method, retabs may be used to reprint fingerprints (use only one per fingerprint block). For Live Scan, the image can be deleted and retaken.

Live Scan

For a list of FBI Certified Live Scan and Card Scan devices see the FBI Certified Equipment List at www.fbi.gov

Follow the Electronic Fingerprint Transmission Specification Manual (EFTS)



ELECTRONIC SUBMISSIONS

Version 7.0



Department of Justice
Federal Bureau of Investigation

CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)

ELECTRONIC FINGERPRINT TRANSMISSION
SPECIFICATION

JANUARY 1999

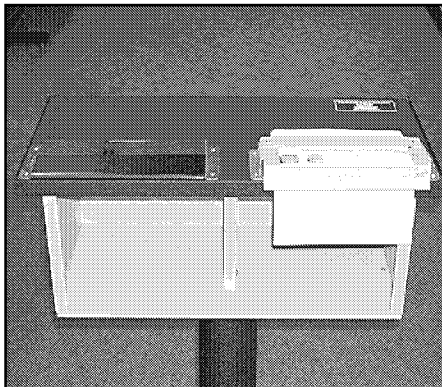
Prepared By:
Federal Bureau of Investigation
Criminal Justice Information Services Division
935 Pennsylvania Avenue, N.W.
Washington, D.C. 20535

CJIS RS-0010 (V7)

January 29, 1999

SUGGESTIONS FOR TAKING LEGIBLE FINGERPRINTS

- **Recommended height for fingerprinting is thirty-nine inches from floor**
- **Fingers to be printed must be clean and dry. Wiping the individual's fingers with an alcohol swab and then drying them should prevent perspiration from being a problem.**
- **Individual's occupation may have caused a wearing down or rough surface on the fingerprints. Use a softening agent or ridge builder to enhance the ridge detail.**



Recommended height for fingerprinting stand is thirty-nine inches from floor

Common Problem:

Sweaty Hands

Solution:

- Individually Wipe Fingers with alcohol

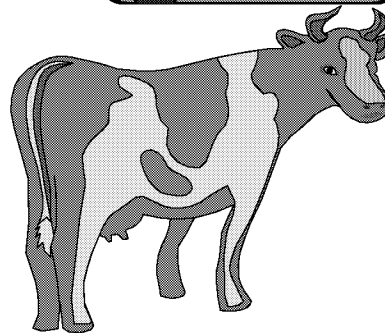
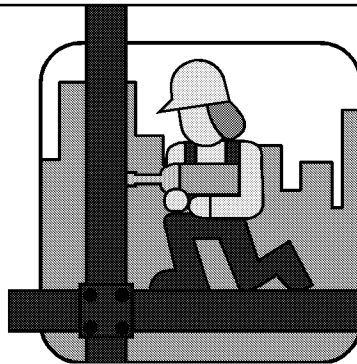


Common Problem:

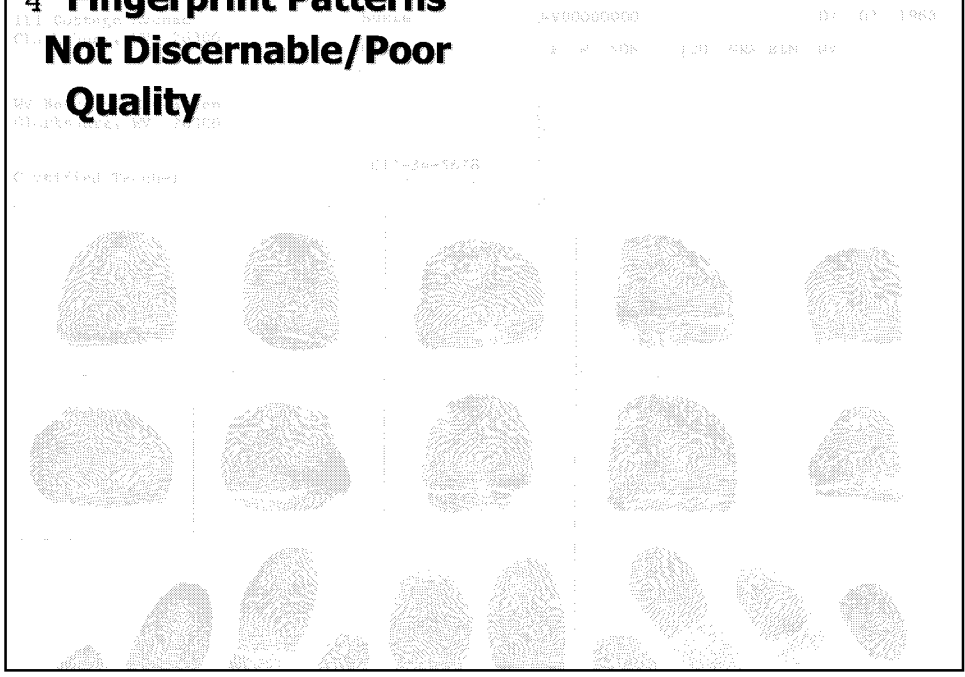
Occupational Hands

Solution:

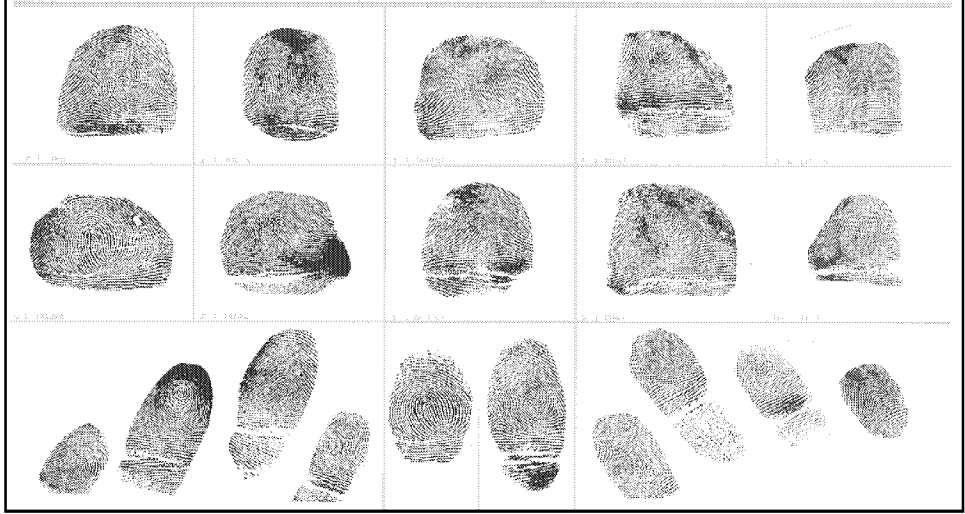
- Apply Less Pressure
- Softening Agents
- Ridge Builder
- Milk the fingers



4 Fingerprint Patterns Not Discernable/Poor Quality



Ensure person taking prints uses techniques & procedures for taking legible fingerprints



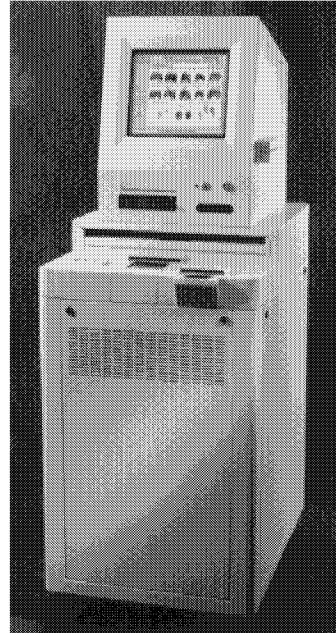
Common Problems: **Live Scan**

Equipment Related

- **Regular Maintenance (cleaning)**
- **Calibration**
- **Refer to the EFTS Manual**

Fingerprint Related

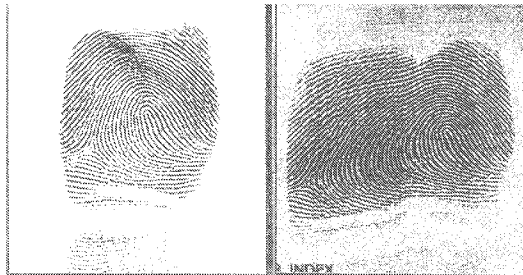
- **Same as ink**



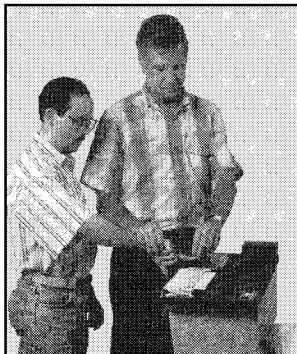
Common Problems Regarding Image Quality

4 Equipment Related

Each agency must contact their vendor to ensure their equipment is in compliance with parameters for image compression.



Steps for Fingerprinting



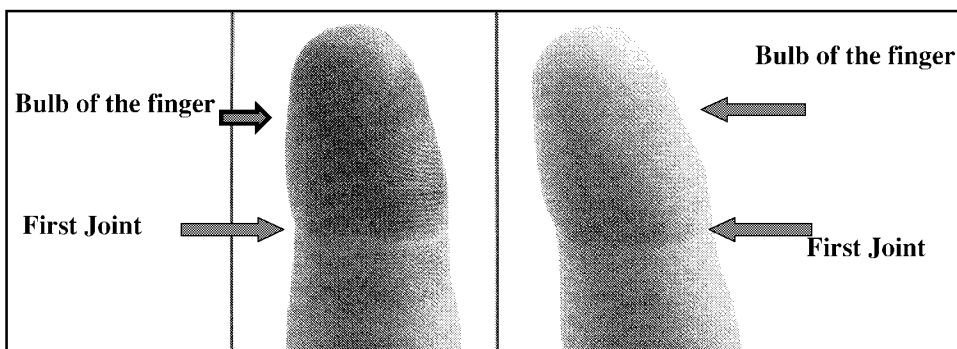
The individual usually stands to the right and rear of the person taking fingerprints



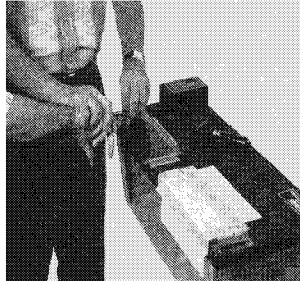
The individual being fingerprinted should be asked to stand in front of and at a forearm's length from the fingerprinting device

•Encourage the individual being fingerprinted to relax and look at some distant object which may distract them from what you are doing.

•Grasp the individual's right hand at the base of the thumb with your right hand. Guide the finger being printed with your left hand, cupping your hand over the individual's other fingers.



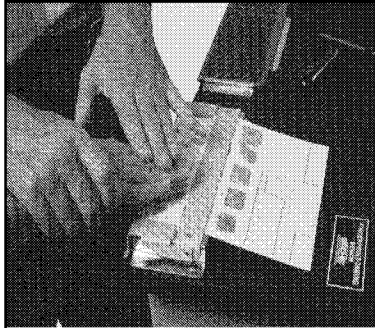
If using the ink and paper method, roll the finger on the inking plate or Porelon pad so the entire fingerprint area is evenly covered with ink. The ink should be rolled from nail to nail and from the crease of the first joint to the tip of the finger.



In taking the rolled impressions care should be exercised to ensure the bulb of each finger is rolled from nail to nail and from the crease of the first joint to the tip of the finger. The weight of the finger is all the pressure needed to clearly record the fingerprint.

To avoid slipping, which smudges and blurs the fingerprints, roll the thumbs in toward the subject and the fingers away from the center of the subject's body. This process relieves strain and leaves the fingers relaxed when rolling so that they may be easily lifted.



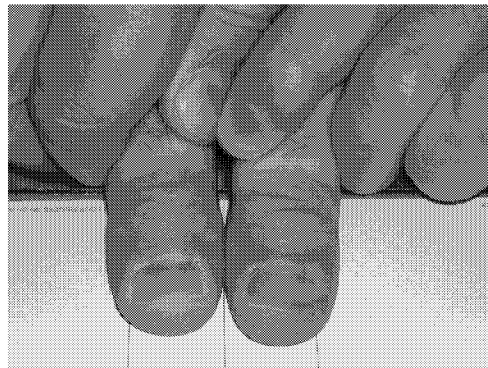


Plain Impressions or Flats

Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the subject's four fingers, keeping them together, at a forty-five degree angle in order to capture all four fingers in the allotted space.

Plain Impressions or Flats

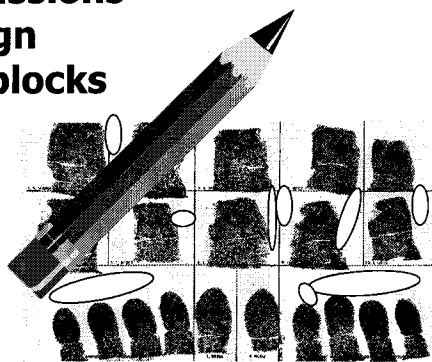
Print both thumbs simultaneously to ensure proper positioning.



**ABNORMALITIES
SPECIAL SITUATIONS
PROBLEMS
AND
SOLUTIONS**

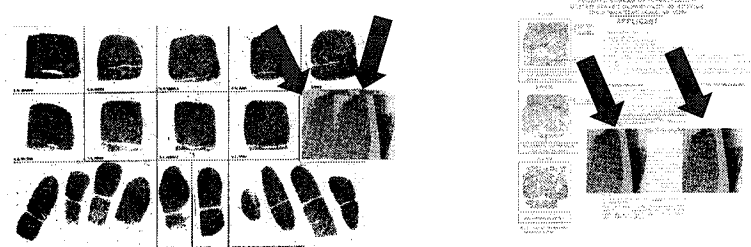
**Extraneous Markings in
Fingerprint Blocks**

**Ensure fingerprint submissions
do not contain any foreign
markings in fingerprint blocks**



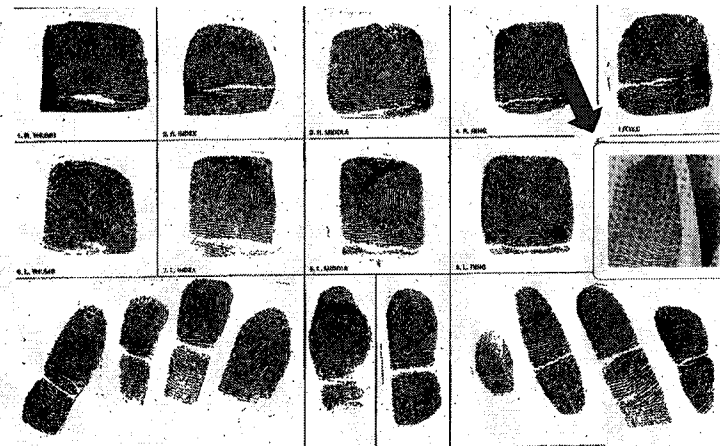
No Fingerprints on Back of Cards

Images - "Incorrect" Two retabs in one block and fingerprints on back of card



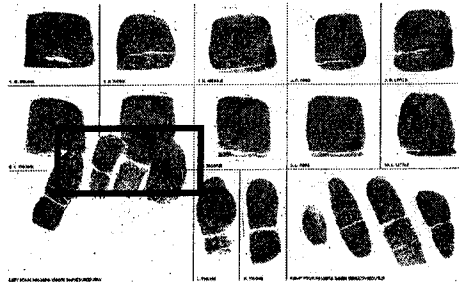
No Fingerprints on Back of Cards

Images - "Correct" Only one retab in block



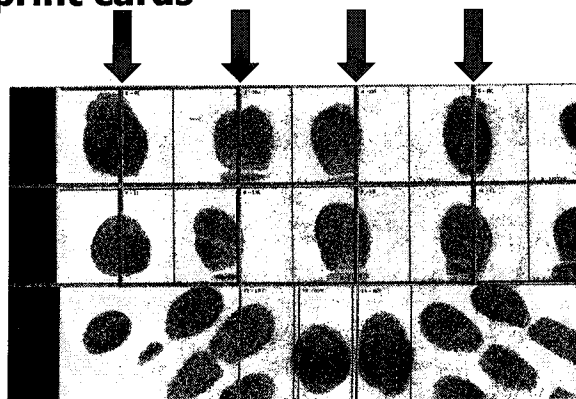
**Improperly Positioned
Fingerprint Images**

**Ensure each fingerprint is in
the correct fingerprint block
of rolled and plain impressions**



**Improperly Positioned Electronic
Fingerprint Images**

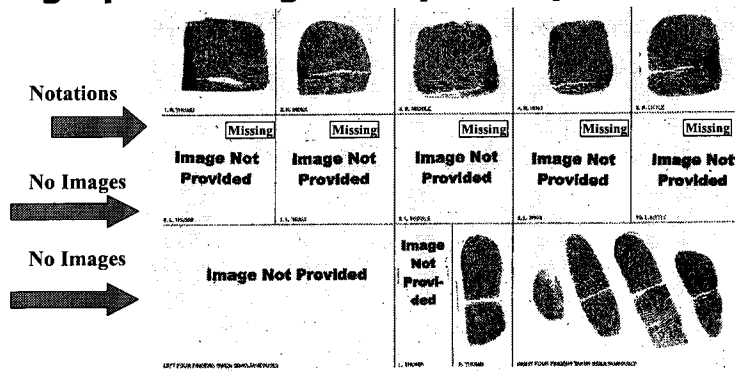
**Ensure Batch Feeder does not
contain an excessive amount of
fingerprint cards**



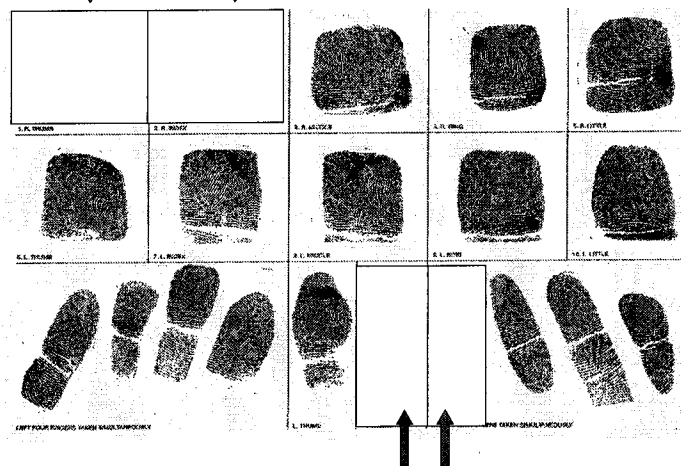
Corresponding Fingerprint

Images - "Correct"

Use acceptable notations in Rolled
Fingerprints Rolled Nail to Nail
Fingerprint Images Proper Sequence



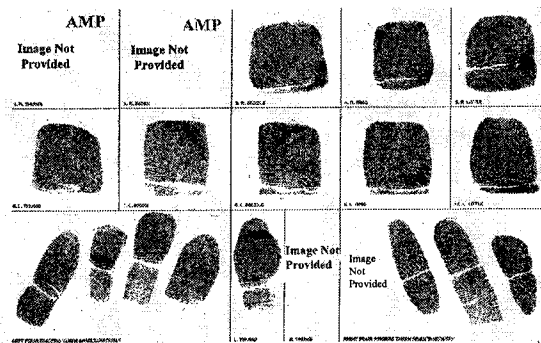
"Incorrect"
No Notations in Fingerprint
Blocks or Corresponding
Images



AMPUTATION(S)

- Finger that is completely missing
- At least one half of first joint missing
- A notation of Missing is no longer interpreted as an amputation

 **"Correct"**
Notations in Fingerprint Blocks
Proper Sequence of Fingerprint Images
Fingerprints Rolled Nail to Nail
Plain Impressions (Flats) at 45 Degree Angle



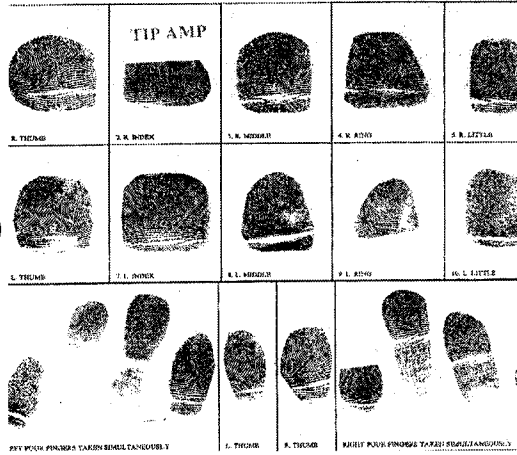
“Correct”

Notation in Fingerprint

Block or Corresponding

Image

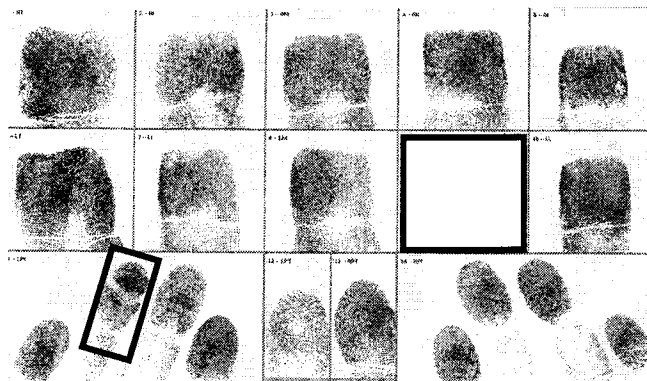
- Tip Amputation(s)
Less than half of first joint is missing
- Ensure the finger(s) is in the rolled and plain impressions
- AFIS will read this as minutia



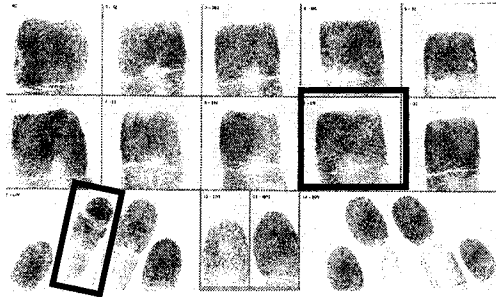
Corresponding Fingerprint “Incorrect”

SCARS

- Permanent tissue damage to finger or thumb



Corresponding Fingerprint "Correct"



SCARS

Roll Fingerprints As Normal
No notation required

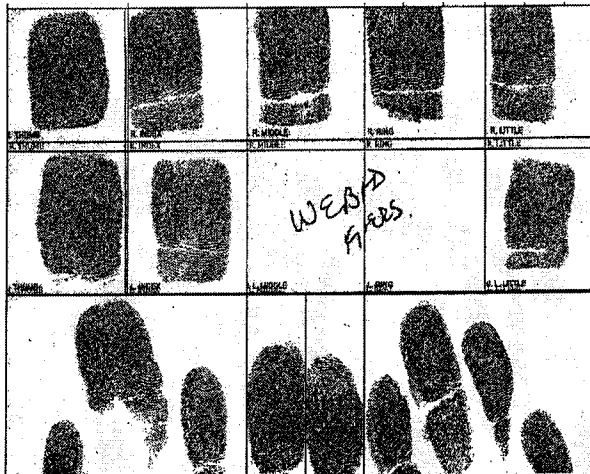


Webbed Fingers

Attempt to print in each fingerprint block of rolled and plain impressions

If unable to print: Electronic Submission apply "UP" Code

Hard Copy Submission Make Notation

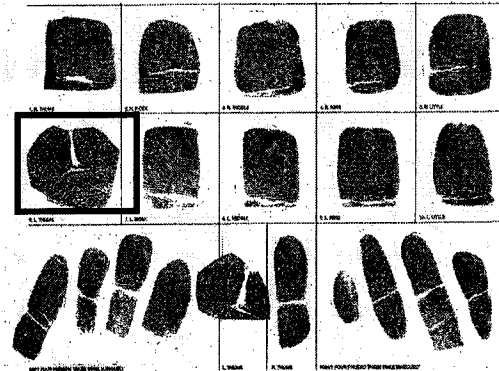


Split Thumbs

Attempt to print in each fingerprint block of rolled and plain impressions

**If unable to print:
Electronic Submission apply "UP" Code**

Hard Copy Submission Make Notation

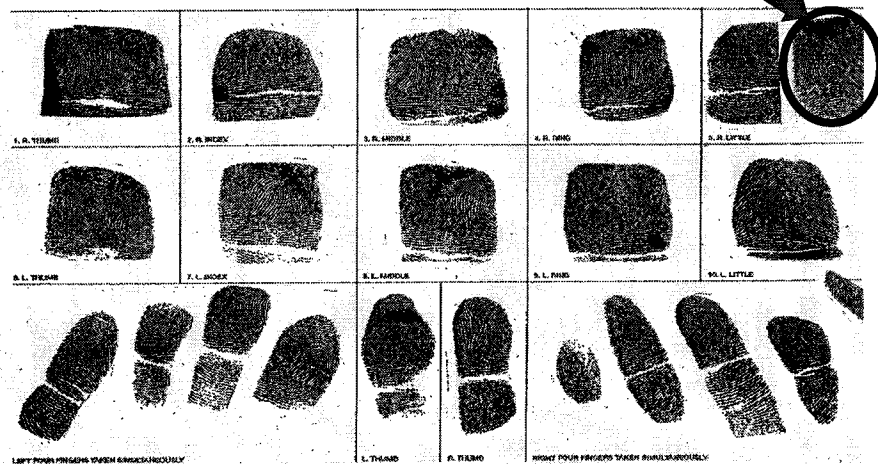


Extra Fingers

Print thumb and next 4 fingers

Hard Copy Submissions Make Notation

Do Not Print Extra Finger



Transplanted Toe as finger

Attempt to print in fingerprint block of rolled and plain impressions

If unable to print: Electronic Submissions apply "UP" Code

Hard Copy Submissions make notation in scars, marks and tattoo box

DEFORMITIES

- **Attempt to Print in each fingerprint block of rolled and plain impressions**
- **If Unable to Print: Electronic Submissions Apply "UP" Code**
- **Hard Copy Submissions Make Notation "Deformed"**

Quality Review Check

After taking the fingerprint impressions, there is always the question of whether the fingerprint impressions meet the requirements of the FBI. This quality check list has been devised in order that the fingerprints may be checked for possible discrepancies.

Quality Review Check

1. Is there a fingerprint impression in each rolled and plain impression block?

| APPLICANT | | PUBLIC SAFETY ADMINISTRATION BOARD | | STATE | |
|--|--|------------------------------------|-------------|-------|------------|
| | | Public | Sutan | Q | |
| 111 George Avenue Clarkburg, WV 26306 | | Sex | M | DOB | 02 02 1968 |
| WV Board of Education Clarkburg, WV 26306 | | SSN | 000000000 | EXP | 06 170 |
| Qualified Teacher | | Phone | 012-34-5678 | GRS | PTN |

| Impression Type | Block 1 | Block 2 | Block 3 | Block 4 | Block 5 |
|-----------------------------|---------|---------|---------|---------|---------|
| Rolled Impressions → | | | | | |
| Plain Impressions → | | | | | |

Quality Review Check

2. Are the fingerprints rolled fully, from nail to nail?

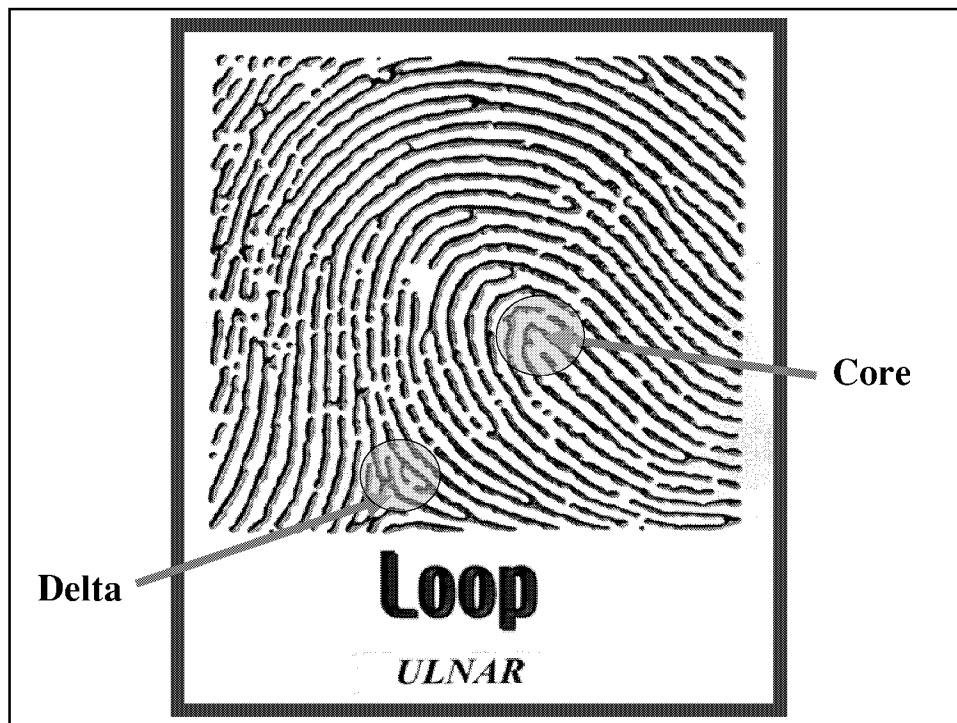
Same Finger



Whorls may appear as loops

Quality Review Check

3. If the fingerprint impression is a loop, is the delta and core present?



Quality Review Check

4. If the fingerprint impression is a whorl, are all deltas present?



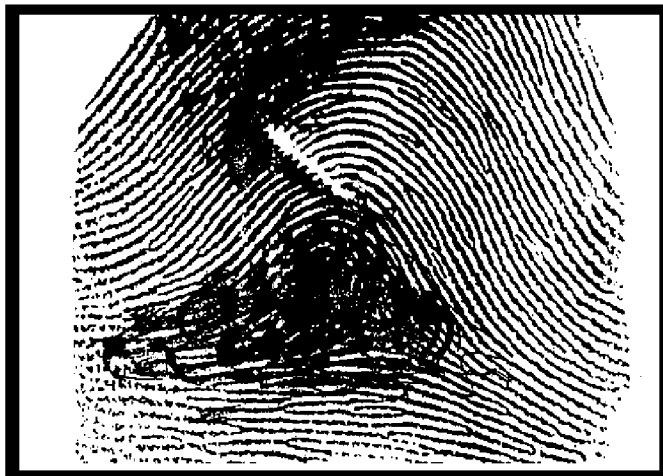
Quality Review Check

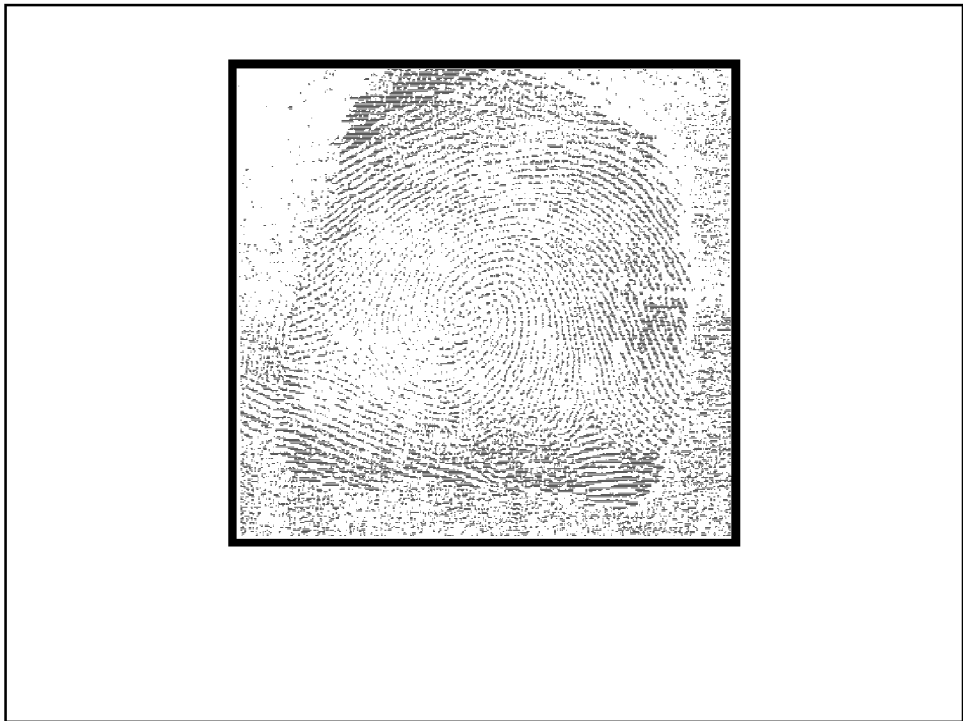
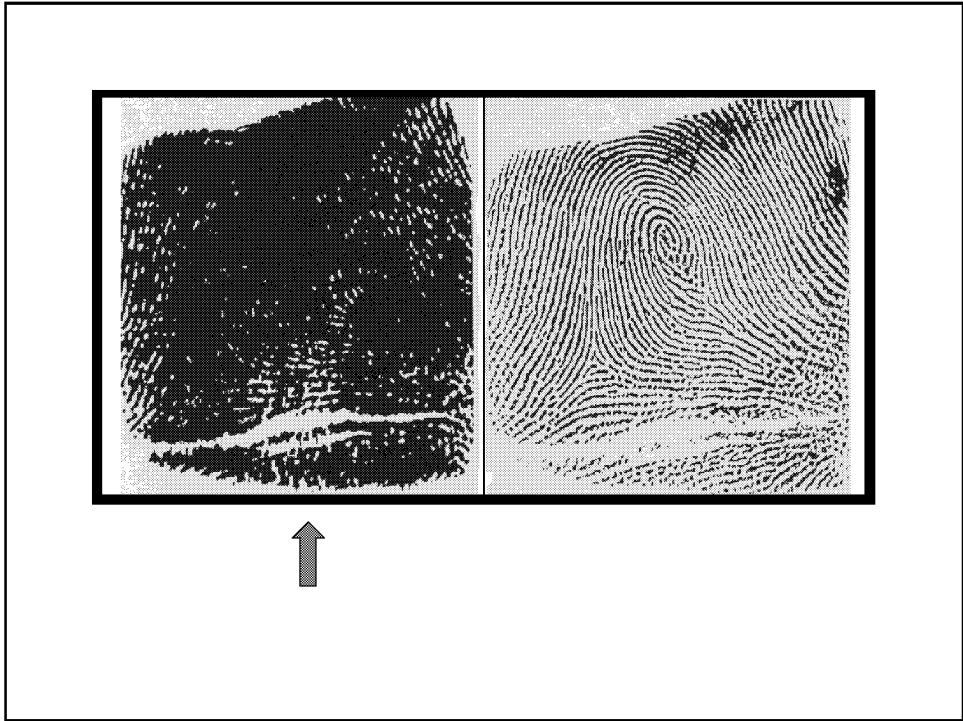
5. Are the fingerprint impressions clear and distinct?



Quality Review Check

6. Are the fingerprint impressions uniform in tone and not too dark or light?





Quality Review Check

8. If there are missing fingerprint impressions, is there a reason noted in the finger block(s)?

The following reasons noted are acceptable:

Amputation, AMP, XX, Cut-Off, Shot-Off, Missing at Birth or MAB

Tip-Amp

Unable to Print or UP

Bandaged, Cut or Injured

Deformed or Crippled

Missing (*Missing is no longer interpreted as an amputation*)

MOST COMMON REJECTS

- L0118 – Image Quality/Sequence Error (Missing images with no reason given or out of sequence)
- L0115 – Other QC Error
- L0116 – Fingerprint Pattern Quality Error (Images not discernable)
- L0008 – Characteristics Quality Too Low
- L0117 – Fingerprint Pattern Area Error

Quality Review Check

- 9. In addition to the legible fingerprint check list, ensure the appropriate data fields are completed prior to submission of fingerprints. If any of the required fields are left blank, the submission is rejected without further processing.**

| | | | | | |
|---|-------------|------------------------------------|------------|----|------------|
| APPLICANT | BLANK BLANK | DUPLICATE ALL INFORMATION IN BLANK | | RE | PAGE BLANK |
| | Public | Susan | Q | | |
| 111 Cottage Avenue Clarksburg, WV 26306 | Susie | WV00000000 | 02 02 1968 | | |
| WV Board of Education Clarksburg, WV 26306 | USA | F W 506 120 GRN BLN | WV | | |
| Certified Teacher | 012-34-5678 | | | | |

Using the ink and paper method, complete the information at the top of the fingerprint card (masthead). If using live scan, complete the required information.

Remember: No matter how well the fingerprints are recorded, if the required data fields are illegible, highlighted or incomplete, the submission will be REJECTED.

CRIMINAL SUBMISSIONS

LEADERS BLANK GROUPS SPECIAL NOTES LEADERS BLANK

DATE CLAIM YES NO YES NO YES NO YES NO

NAME

DOB

SEX

FINGERPRINT IMPRESSIONS

Criminal Form FD-249

**REQUIRED
FIELDS**

CRIMINAL SUBMISSIONS

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20535

DATE OF BIRTH SEX RACE ETHNICITY RELIGION POLITICAL AFFILIATION

ORIGIN

CHARGE

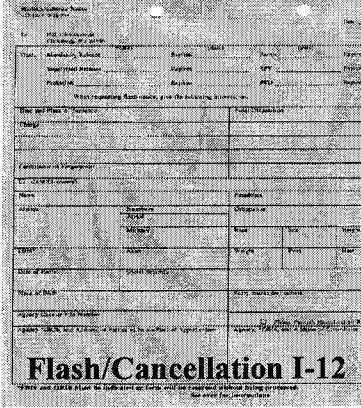
STATE STAMP

Criminal Form FD-249

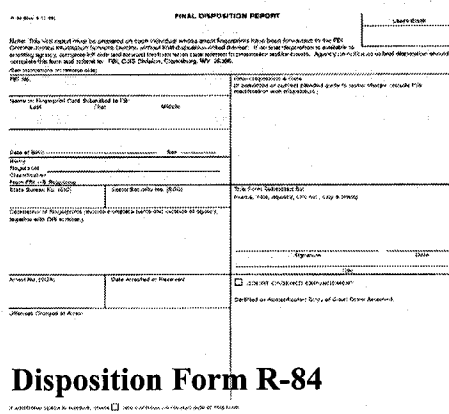
**REQUIRED
FIELDS**

DOCUMENT SUBMISSIONS

FLASH/CANCELLATION DISPOSITION

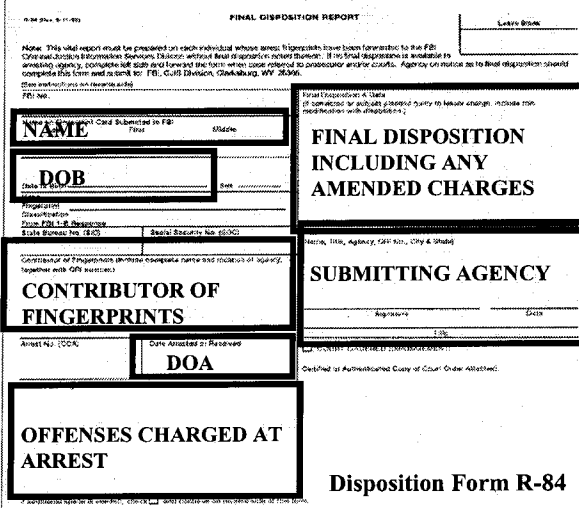


Flash/Cancellation I-12



Disposition Form R-84

DISPOSITION REPORTS



FINAL DISPOSITION REPORT

FINAL DISPOSITION INCLUDING ANY AMENDED CHARGES

SUBMITTING AGENCY

CONTRIBUTOR OF FINGERPRINTS

OFFENSES CHARGED AT ARREST

Disposition Form R-84



U.S. Department of Justice
Federal Bureau of Investigation

Clarksburg, WV 26306

The fingerprints appearing on the attached fingerprint card(s) are not adequate for accurate identification purposes. The reason(s) for return are set forth below:

| CODE | DESCRIPTION |
|-------|---|
| L0006 | The quality of characteristics is too low to be used. (Determined by the FBI's Automated Fingerprint Identification System) |
| L0116 | Fingerprint pattern(s) not discernible. |
| L0117 | Insufficient pattern area(s) recorded for identification purposes. |
| L0118 | Erroneous or incomplete fingerprint(s) on images; fingers or hands out of sequence; printed twice; missing and no reason given. |

It is requested that the individual(s) be reprinted and fully rolled and clearly recorded fingerprint card(s) be resubmitted to the FBI, Criminal Justice Information Services (CJIS) Division.

Resubmitting Criminal Fingerprint Cards:

When submitting criminal reprints, it is not necessary to return the original fingerprint card(s).

Resubmitting Applicant/Civil Fingerprint Cards:

For applicant/civil fingerprint cards for which a fee is involved, one reprint will be processed at no additional charge. The first reprint must be returned with the original prints and all attachments, in order to receive credit.

See the opposite side of this form for suggestions for obtaining legible fingerprints.

Thank you for your cooperation in this matter.

CJIS Division
FBI

Reject Form 1 -17a (Rev.3-1-02)

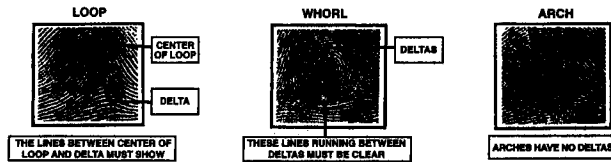
Please Note Instructions on Reverse Side.

FBI/DOJ

(Front)

Please Note

It is suggested that each newly recorded fingerprint card be examined to ensure that the impressions are fully rolled and clearly recorded, bearing in mind the following:



Reject Form 1 -17a (Rev.3-1-02)

Please, attempt to print fingers which are deformed or scarred and note fingerprints which are amputated or missing at birth.

Your earnest cooperation is solicited in obtaining the best possible impressions in each block on each fingerprint card. By doing so, you are rendering a vital service and making a major contribution to all agencies participating in the fingerprint exchange program.

Training information relative to the procedures for properly recording fingerprints can be obtained by contacting FBI, CJIS Division at (304) 625-5590 or (304) 625-2000.

(Back)

U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Investigation
Criminal Justice Information Services Division
Identification and Investigative Services Section

1000 Cluster Hollow Road
Clarksburg, WV 26306

Reject Form 1-12 (Rev. 1-9-01)

Date _____

Contributor:

The enclosed fingerprints and/or correspondence are being returned to you because of reason(s) indicated below:

- (Contributor) (CIDN) (SOC) omitted or incorrect
- Name (not shown at top of card) (name and signature differ) (name illegible or unclear)
- Essential information (omitted) (not clear) (incomplete): Sex Descriptive data Date of birth
- Charge and/or date of arrest (omitted) (not clear) (incomplete). List charges in literal form (i.e. murder, rape, robbery, etc.)
- Advise reason for submission of fingerprints (i.e. Law Enforcement, Criminal Justice, Wagon Permit, etc.)
- Fingerprint(s) illegible - please submit another card. For enhanced legibility, ensure fingers are rolled nail to nail.
- Inked finger impressions not on card
- Advise reason for submission of fingerprints, if criminal furnish charge, or if applicant furnish position for which applying.
- FBI number omitted. Rolled impressions of all fingers, and plain impressions, are necessary to process.
- Impressions not black on standard white fingerprint card stock.
- Apparently mailed to us by mistake.
- Our records fail to reveal a statute from your state requiring fingerprinting for the position indicated.
- There is no indication the enclosed cards and/or correspondence have been processed through your state identification bureau or central agency prior to submission to the FBI.
- Enclosed card or correspondence may have been submitted by your office. Please list contributor and return to FBI. If not submitted by your office, please advise.
- We do not include information unsupported by fingerprints in our files.
- Fingerprint card with nonconforming offset.
- Please enter Sex Offender Registration information into the "Convicted Sexual Offender Registry File" using NCIC 2000.
- A new processing fee will be charged. Please submit a set of fingerprints without attachments.
- Failure to follow 3rd submission rules.
- REJ/50 - Transaction received for processing matches NFF record from your state.
- REJ/51 - SID on file different than SID on print.
- REJ/52 - SID previously established for another FNU.
- REJ/53 - SID missing for NFF participant.
- Live scan equipment not properly programmed.
- The form used for submission was (not the correct form/fingerprint card) (not a standard form/fingerprint card), please resubmit.
- The CJIS Division no longer accepts known discussed prints for processing, effective 8/2/93.
- Federal citation submitted by a state contributor.
- Fingerprint cards accepted by Immigration and Naturalization Services (INS) (excluding PORTPASS and PAL programs), must be forwarded to the respective service center for processing.
- Attached fingerprint card has been afforded an Integrated Automated Fingerprint Identification System (IAFIS) name check.
- The fingerprints and/or correspondence are being returned per your request.
- The FBI has only approved two inkless methods for obtaining fingerprints. It is suggested that you contact the appropriate vendor listed below who sold you your equipment for clarification of processing procedures.

Identifier Corporation (310) 305-8181
4051 Glencoe Avenue
Marina Del Rey, CA. 90292

Dactek International, Inc. (818) 787-1901
8142 Orion Avenue
Van Nuys, CA. 91406

Other

Complete all requested changes and/or additions and resubmit with all attachments. Your cooperation is appreciated.

Enclosure(s)

CJIS SUPPLY REQUISITION FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

| To: Federal Bureau of Investigation Attention: Logistics Support Unit (LSU), CJIS Division 1000 Cluster Hollow Road Clarksburg, WV 26306 | | Date _____ | |
|---|---|-----------------------|---------------------|
| Form Number | Description | Quantity without ORI# | Quantity* with ORI# |
| FD-249 | Arrest and Institution Fingerprint Cards (white card with red ink) | | |
| FD-258 | Applicant Fingerprint Cards (white card with blue ink) | | |
| FD-353 | Personal Identification Fingerprint Cards | | |
| FD-884 | Palm Prints (white card with red ink) | | |
| Live Scan Card | Completely Blank (white card) | | |
| R-84 | Final Disposition Report Form | | |
| I-12 | Flash/Cancellation Notice | | |
| 1-433a | Supervision Transfer Notice | | |
| ENVELOPES (8 3/4" X 8 3/4" self-addressed) | | | |
| | Manila Envelopes: (Used in mailing Criminal & Federal applicant prints) | | |
| | Blue Envelopes: (Use for mailing "direct billing" prints) | | |
| | Green Envelopes: (Used when payment is enclosed with prints) | | |
| | ABA Envelopes with Packing Slip: (Used only by American Bankers Assoc.) | | |
| *Total number of individual cards, forms, envelopes, etc. | | | |

Facsimile Orders may be sent to (304) 625-3984

Service Numbers: Questions concerning your supply orders may be directed to LSU at (304) 625-3983

For questions regarding the appropriate selection and use of materials listed on this form, call (304) 625-2000 and request the **Forms Information Line**.

To speak with someone about available fingerprint training materials, instructional aids, and/or to order instructional materials, Call (304) 625-2000, and request the **Fingerprint Training Information Line**.

Please type or print information

ORI Number _____ (must be furnished)

Agency _____ Delivery Hours _____

Agency point of contact & telephone # _____

Complete shipping address (no P.O. Box, if possible) _____

City, State and Zip Code # _____

**MANUFACTURERS/DISTRIBUTORS OF
INGERPRINT EQUIPMENT**

SIRCHIE FINGERPRINT LABORATORIES, INC.

00 HUNTER PLACE
OUNGSVILLE, NC 27596
00 - 356-7311
AX - 800-899-8181
MAIL - SIRCHIE@MINDSPRING.COM

**CE FINGERPRINT EQUIPMENT LABORATORIES,
INC.**

.O. BOX 288
AKE FOREST, NC 27588-0288
00 - 426-7072
AX - 919-556-6176
MAIL - ACEFEL@MINDSPRING.COM

LIGHTNING POWDER CO., INC.

3386 INTERNATIONAL PARKWAY
ACKSONVILLE, FL 32218
00 - 852-0300
AX - 800-588-0399

**NOTE: THE FBI DOES NOT ENDORSE ANY OF
THE ABOVE MENTIONED COMPANIES**

IISS Customer Service

304-625-5590

liaison@leo.gov

Hours: 8:00 am – 6:00 pm

