

STANDARDIZED PROCEDURES FOR FINGERPRINT CARDS  
(see attachment 1 for sample card)

SAMPLE CARD										
NUMBER	ITEM	PROCEDURE								
1	FINGERPRINTS:	The subjects fingerprints are taken in spaces provided. Note: If any fingers are missing at birth (MAB). If any fingers are amputated, give date.								
2	NAME:	Type name legibly - last name, first name, middle initial (name, if known).								
3	ALIASES:	Add any aliases. Use same format as name field.								
4	ORI:	The contributing agency's name, ORI and address is entered in the space provided.								
5	DOB:	Enter the subject's date of birth.								
6	DOA:	Enter the date subject was received at your institution. DO NOT USE SENTENCE DATE.								
7	SEX:	Enter M-male or F-female. If the subject claims to be of both sexes, enter this information in the additional information block of the back of the fingerprint card.								
8	RACE:	Enter race of subject. Use the following codes: <table><thead><tr><th>Code</th><th>Category</th></tr></thead><tbody><tr><td>A</td><td>Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian subcontinent, or Pacific Islands).</td></tr><tr><td>B</td><td>Black (a person having origins in any of the black racial groups of Africa).</td></tr><tr><td>I</td><td>American, Indian, or Alaskan native (a person having origins in any of the original peoples of North America.)</td></tr></tbody></table>	Code	Category	A	Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian subcontinent, or Pacific Islands).	B	Black (a person having origins in any of the black racial groups of Africa).	I	American, Indian, or Alaskan native (a person having origins in any of the original peoples of North America.)
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SAMPLE CARD		
NUMBER	ITEM	PROCEDURE
	Code	Category
	W	White (a person having origins in any of the original peoples of Europe, North America, or the Middle East, including persons of Spanish Culture or origin, e.g. Mexican, Puerto Rican, Cuban, Central or South American).
	U	Unknown
9	HEIGHT:	Enter the height of subject in feet and inches.
10	WEIGHT:	Enter weight of the subject in pounds.
11	EYES:	Enter the color of the subject's eyes. Use the following abbreviations: BLU-Blue            GRN-Green BRO-Brown        HAZ-Hazel BLK-Black        MAR-Maroon GRY-Gray         XXX-Unknown
12	HAIR COLOR:	Enter hair color as a 3-digit code. Use the following abbreviations: (three characters only) BAL - Bald        GRY - Gray BLK - Black       SDY - Sandy BLN - Blond       WHI - White BRO - Brown       XXX - Unknown
13	POB:	Enter the subject's place of birth, if known. If the state of birth is known, enter it as a two-character code. Enter the city/town, if known.
		STATE ABBREVIATIONS
		AL Alabama        MO Missouri
		AK Alaska        NB Nebraska
		AZ Arizona        NV Nevada
		AR Arkansas      NH New Hampshire
		CA California    NJ New Jersey
		CO Colorado      NM New Mexico
		CT Connecticut   NY NEW York
		DE Delaware      NC North Carolina
		DC Wash.,D.C.   ND North Dakota
		FL Florida        OH Ohio
		GA Georgia       OK Oklahoma
		HI Hawaii         OR Oregon

## SAMPLE CARD

NUMBER	ITEM	PROCEDURE
		STATE ABBREVIATIONS (Cont.)
	ID Idaho	PA Pennsylvania
	IL Illinois	RI Rhode Island
	IN Indiana	SC South Carolina
	IA Iowa	SD South Dakota
	KS Kansas	TN Tennessee
	KY Kentucky	TX Texas
	ME Maine	VT Vermont
	MD Maryland	VA Virginia
	MA Massachusetts	WA Washington
	MI Michigan	WV West Virginia
	MN Minnesota	WI Wisconsin
	MS Mississippi	WY Wyoming

- 14 OCA: Enter Georgia Department of Corrections case number for the subject.
- 15 FBI: Enter FBI number. If you have access to adequate identification records on a prior and have a strong reason to believe that this is the same individual. Otherwise, leave blank.
- 16 SID: Enter, if known. Use same conditions as for FBI. SID must be Georgia SID otherwise leave blank.
- 17 SOC: Enter Social Security number, if known.
- 18 CAUTION: Mark the caution block on the card if caution is to be exercised. If this block is marked, the ICO block (29) must show the basis for caution.
- 19 OTN: The Offender Tracking Number (OTC) is entered in this space.
- 20 SIGNATURE OF FINGERPRINTED: The subject signs his or her name in the space provided after all information has been entered on the fingerprint card.
- 21 DATE: Enter the date that the fingerprints are taken by the receiving institution. This is a CRITICAL ITEM which must be present on all submissions to Georgia Crime Information Center.

SAMPLE CARD		
NUMBER	ITEM	PROCEDURE
22	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS:	The official signs his complete name and is responsible for insuring the accuracy of the data. Each item of the physical description should be verified at the time of printing.
23	CHARGE:	Enter the charge(s) for which the subject was convicted. Always spell out.
24	FINAL DISPOSITION:	Enter length of sentence received for each charge and indicate if sentence is to run concurrent or consecutive.
25	EMPLOYER:	Enter subject's last place of employment.
26	OCCUPATION:	Enter subject's occupation.
27	RESIDENCE OF PERSON FINGER-PRINTED:	Enter subject's last legal address.
28	SMT:	Enter any scars, marks, or tattoos that may aid in the identification of the subject.
29	ICO:	Enter any identification comments. If the caution block is checked (front of card #18), the ICO block must contain reason for indicating caution.
30	DOO:	Enter date of offense
31	SKN:	Enter a 3-digit code for the subject's skin tone. Use the following codes:

SKIN TONE	CODE
Albino	ALB
Black	BLK
Dark	DRK
Dark Brown	DBR
Fair	FAR
Light	LGT
Light Brown	LBR
Medium	MED
Medium Brown	MBR
Olive	OLV
Ruddy	RUD
Sallow	SAL
Yellow	YEL

SAMPLE CARD		PROCEDURE	
NUMBER	ITEM		
32		MNU Enter any miscellaneous numbers of the subject, if known.	identification
33	ADDITIONAL INFORMATION:	ENTER COUNTY OF CONVICTION	
34	SEND COPY TO:	Name, ORI number and address. In order to obtain copy of the rap sheet, enter institution name, ORI number and address. Also Pardon and Parole Board ORI and address.	

EXAMPLE: Name of your Institution. Your ORI number.  
Your address.  
State Board of Pardons and Paroles  
ORI GA 060025G  
2 Martin Luther King, Jr., Drive  
East Tower, 5th Floor  
Atlanta, Georgia 30334