

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