



# DIRECTIONS FOR COMPLETING FINGERPRINT CARDS

Note: Picture identification is necessary when you go to be fingerprinted. This form is for reference only. Do not complete.

<b>APPLICANT</b> <small>See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
FD-258 (REV.3-1-10) 1110-0046				LAST NAME	FIRST NAME	MIDDLE NAME			
SIGNATURE OF PERSON FINGERPRINTED		2		ALIASES AKA		ORI		5	
RESIDENCE OF PERSON FINGERPRINTED		6		3		ID920170Z DEPT OF EDUCATION BOISE, ID		4	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	15		CITIZENSHIP	CTZ	7	SEX	RACE	HGT.
EMPLOYER AND ADDRESS		17		YOUR NO	OCA	16	8	9	10
REASON FINGERPRINTED ID Code 33-130:		21		FBI NO	FBI	18	11	12	13
For Employment <input type="checkbox"/> Dist # _____		Do you have a certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		ARMED FORCES NO	MNU	19	LEAVE BLANK		
For Certification <input type="checkbox"/> Volunteer <input type="checkbox"/>				SOCIAL SECURITY NO	SOC	20	CLASS _____		
				MISCELLANEOUS NO	MNU	22	REF. _____		

**DIRECTIONS:** Take the fingerprint card to a sworn law enforcement officer or other trained personnel (police or sheriff's department, school district office) for a full set of your fingerprints to be taken. Fingerprint cards with item #2 missing or #15 incorrectly completed will have a "X" drawn through them and will be returned to the school district or applicant, and a newly completed fingerprint card will be required.

**IMPORTANT:** Submit fingerprint card with the completed "Instructions for Handling Fingerprint Cards" form, "Noncriminal Justice Applicant Privacy Statement" form, "Background Investigation Check (BIC) Assignment Form." Fingerprint cards received without the "Instructions for Handling Fingerprint Cards" form will have an "X" drawn through them and a new card will be required. Cards without the Privacy Statement or BIC Form will be returned for completion.

For the following, please type or print in black ink.

1. Full legal Name: List Last name, first name, middle name, and suffix if applicable.
2. Signature: Sign your legal name. Fingerprint cards submitted without your signature will have an "X" drawn through them and a new fingerprint card will be required.
3. Aliases (AKA): Please provide any aliases, including maiden names or other previous names.
4. ORI: Leave blank. **DO NOT ALTER.**
5. Date of Birth: Use numbers only.
6. Residence: List your mailing address including city, state, and zip code.
7. Citizenship: List United States (US) or other country abbreviation.
8. Sex: Use only one character (M or F).

9. Race: W for White or Hispanic, B for Black, A for Asian, I for American Indian.
10. Height: Express as feet and inches.
11. Weight: Express in pounds.
12. Eyes: Use three letters. BLU for Blue; BRO for Brown; HAZ for Hazel; GRN for Green; GRY for Gray; BLK for Black.
13. Hair: Use three letters. BLK for Black, BLN for Blond, BRO for Brown, GRY for Gray, RED for Red, WHT for White, XXX for Bald.
14. Place of birth: State if within U.S., otherwise country.
15. Date and signature of official taking fingerprints: The sworn law enforcement officer or authorized fingerprint printer taking your prints must sign here. Fingerprint packets with a discrepancy between the date and signature on the "Instructions for Handling Fingerprint Cards" form will have an X drawn through them and a new fingerprint card will be required.
16. Leave blank.
17. Employer and address: Leave blank.
18. Leave blank.
19. Armed Forces Number: Leave blank.
20. Social Security Number: Enter your full social security number.
21. Reason Fingerprinted:
  - a. If applying for an Idaho Educator Certificate/Credential, submit one (1) fingerprint packet and mark box "For Certification."
  - b. If applying to work in an Idaho School District or Charter, Submit one (1) fingerprint packet, mark box "For employment" and indicate which district number.
  - c. If applying to work in an Idaho School District or Charter and Applying for an Idaho Educator Certificate/Credential, submit one (1) fingerprint packet and mark boxes "For employment" and "For Certification" and indicate district/charter employment with the district number.
  - d. If volunteering at an Idaho School District or Charter, submit one (1) fingerprint packet, mark box "Volunteer" and indicate with the district number. The fee for a volunteer background check is \$26.25.
22. Leave Blank.

If you are applying for certification, please send the fingerprint card and fee together with your application packet. If you send the fingerprint card separately from your application packet, the card may be returned to you.

When mailing, do not fold the fingerprint card. Return the card with the completed forms and a check or money order (do not send cash) for \$28.25 **exactly**. Make your check out to the state Department of Education and mail to:

State Department of Education  
Attn: Teacher Certification/Background Records Office  
P.O. Box 83720  
Boise, ID 83720-0027