



# Fingerprinting Tips



## Hands should be clean before printing:

- Clean with soap & water
- If that's not available use rubbing alcohol

## Moist Hands:

- Wipe each finger with rubbing alcohol
- Use a small fan, if necessary

## Hands with dry or flaky skin:

- Use a small amount of lotion and wipe away any residue

## Fine ridge detail:

- Use a bit of lotion or "Ridge Builder"
- Apply less ink or use less pressure

## Instruct the person to:

- Stand parallel to the work station
- Look away from the inking plate
- Try not to assist you
- Relax and let you do the work

## Special Circumstances

**Deformed or missing fingers:** If the finger is deformed, every attempt should be made to record the finger in both rolled and plain impression blocks. If unable to record the image, place a notation in the fingerprint block (ex: deformed, webbed).

Missing fingers are fingers physically present but cannot be recorded at the time of capture due to injury. Each missing finger should be designated via a notation in the fingerprint block (ex: bandaged, injured, crippled, paralyzed).

**Fully amputated fingers:** Amputated fingers should be designated via a notation in the fingerprint block. (Ex: amp, missing at birth, severed)

**Tip-amutated finger:** If a portion of the first joint is present, record the available fingerprint pattern area in both the rolled and plain impression blocks.

**Extra-fingers:** If a portion of the first joint is present, record the available fingerprint pattern area in both the rolled and plain impression blocks.

**Scarred fingers:** When fingerprinting scarred fingers in both the rolled and plain impressions without a notation

**Worn Fingerprints:** Apply light pressure and use very little ink to record these types of fingerprint impressions.

## **What does the FBI look for on fingerprint cards**

### **1. Clear, Classifiable Prints**

- The ridges need to be clearly visible — no smudges, smears, or light impressions.
- Each finger must be rolled properly from nail to nail, and plain (flat) impressions must be included.

### **2. Proper Finger Placement**

- Fingers must be in the correct boxes.
- Rolled impressions go in the top section; plain impressions go at the bottom.

### **3. Accurate Personal Information**

- Full legal name (no nicknames)
- Date of birth
- Place of birth (state or country)
- Sex, race, height, weight, eye color, hair color
- Citizenship and social security number (if applicable)
- Reason for fingerprinting (e.g., "Employment," "Licensing," "FBI background check")

### **4. Correct ORI Number (if needed)**

- ORI = "Originating Agency Identifier." This tells the FBI where to send the results. If it's missing or wrong, it can delay processing or send the results to the wrong place.

### **5. No Damage or Alterations**

- Cards must be clean and not folded, stained, or torn.

- No white-out or scratch-outs on the form.

The FBI rejects a LOT of cards due to poor quality prints, missing info, or improperly filled-out forms. That's why it's so helpful when someone like you — trained and careful — handles fingerprinting!

## Proper Capture of Image within Fingerprint Block



**INCORRECT**  
Image printed too low in block.  
Image protrudes into neighboring fingerprint block.

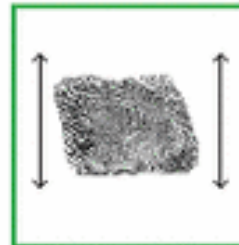


**CORRECT**  
Entire image printed in the center of the block.

## Proper Orientation of Rolled Fingerprint Impressions

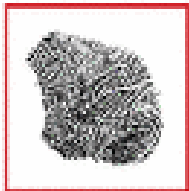


**INCORRECT**  
Image captured at an angle.

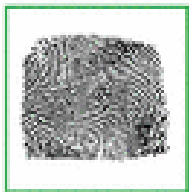


**CORRECT**  
Capture image in a vertical upright position.

## White Lines/Cracks/Worn Ridges within Fingerprint Pattern Area



**INCORRECT**  
Indicates dry, rough skin.  
Fingerprint ridge detail not visible.



**CORRECT**  
Worn ridge detail may be improved with the following:

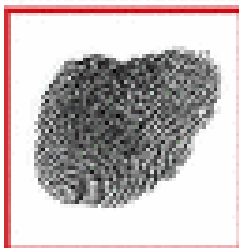
1. Ridge Builder
2. Corn Huskers Lotion
3. Lotion with Aloe Vera
4. Massage finger to force blood to fingertips

## Non-Discernable Images/Smudges

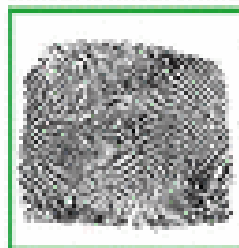


1. Do not apply excessive ink to the fingertip.
2. Do not apply excessive pressure to the fingertip.
3. During capture, turn subject's wrist and simply guide the finger being printed.

## Complete Pattern Area Not Present in Rolled Impressions

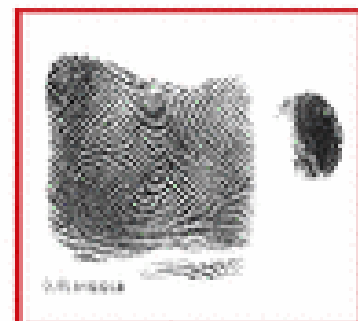


**INCORRECT**



**CORRECT**

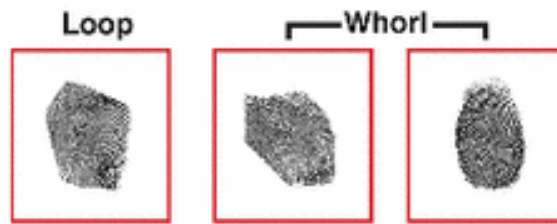
## Multiple Images



Do not record multiple fingerprint images in a single fingerprint block.

## Roll Fingerprints Nail to Nail\*

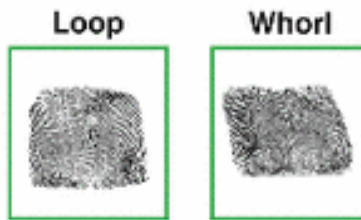
(\*These instructions are not applicable if submitting flat impressions only.)



**INCORRECT**

Deltas need to be present in both the Loop and Whorl patterns.

*Delta: the point on a ridge at or nearest the point of divergence of two type lines, and located at or directly in front of the divergence.*



**CORRECT**

1. Roll finger in a smooth continuous motion from nail to nail.
2. Roll thumbs towards subject. Roll fingers away from the subject.
3. Ensure entire first joint of the finger is in constant contact with the card.

## Proper Capture of Plain Fingerprint Impressions

**INCORRECT**  
Image captured horizontally.

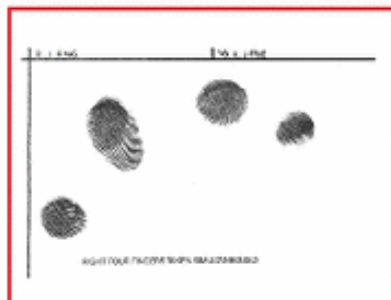


**CORRECT**  
Image captured at an appropriate angle.



## Complete Pattern Area Not Present in Plain Impressions

**INCORRECT**



**CORRECT**

