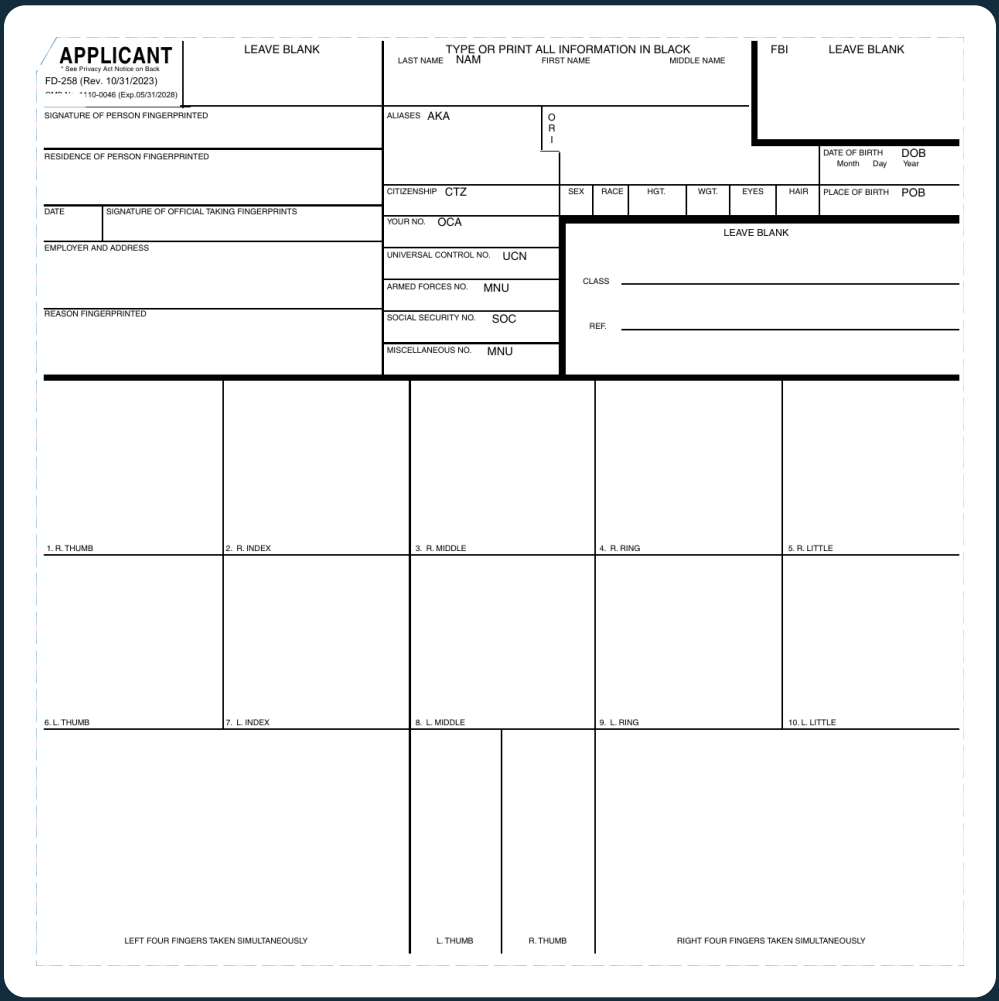
**100% VERIFIED**

# THANK YOU

for your purchase of

## FD-258 FINGERPRINT CARDS




**Your step-by-step walkthrough starts here.**

Prepare your card. Capture your prints. Review before submitting.

**100verified.com**

Card image is for reference only. Independent guide; no FBI endorsement.

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# FD-258 Fingerprinting Walkthrough



**Before you begin:** Ask the organization requesting your fingerprints whether it accepts self-taken prints or requires an authorized technician. Confirm the form, card version, number of completed cards, identification requirements, and submission method. Its instructions control your application.

## 1 Gather your supplies

Set out an FD-258 card, fingerprint ink pad, blue or black pen, scrap paper, and cleanup supplies. A helper and a card holder can make handling easier. Protect your work surface. Keep unused cards clean and separate from practice materials.

## 2 Check your kit and practice

Your kit contains 10, 25, 50, or 100 blank cards and one ink pad, as stated on the package. These are supplies, not a background-check service; agency processing fees are separate. Try the pad on scrap paper first. Follow the pad manufacturer's directions; do not add water or ink unless instructed.

## 3 Complete the information fields

Print legibly in blue or black ink, inside the labeled spaces. Follow the requesting agency's directions for your name, birth details, identifying information, date, reason fingerprinted, and signatures. The ORI identifies the receiving agency: obtain the correct value from that agency; do not guess or copy an unrelated sample. Leave areas labeled "Leave Blank" empty. Do not use highlighters.

## 4 Prepare your hands

Wash and dry your hands. For dry skin, use a little lotion and remove residue; avoid wet or greasy fingertips. Keep your hand relaxed. Work at a stable, comfortable height with the card secured against movement.

**Signature reminder:** The applicant and the person taking the prints should complete their own applicable signature fields. If taking your own prints, ask the receiving agency how it wants the technician field handled. Do not invent an official title or certification.

## Need to reorder FD-258 ink cards? Scan here

www.100verified.com

**Need help?** Visit 100verified.com for information about professional fingerprinting services. Protect completed cards: they contain sensitive personal information.

# FD-258 Fingerprinting Walkthrough



## 5 Take the ten rolled impressions

Follow the card labels: right thumb through right little finger, then left thumb through left little finger. Ink each fingertip evenly from nail edge to nail edge and from the first crease to the tip. Roll once across the matching box, nail to nail, with light pressure. Roll thumbs toward the body's center and other fingers away. Lift straight up; do not roll back over the print.

## 6 Add the flat impressions

Use the bottom boxes as labeled. Press each hand's four fingers together without rolling; angle them to fit. Record the two thumbs in their labeled spaces. All ten rolled prints and the bottom flat impressions are needed unless the requesting agency directs otherwise.

## 7 Review before you package

Check that each print is in the correct box, ridge lines are distinct, and all required fields and signatures are complete. Let ink dry before stacking. If a print is unusable, starting a fresh card is the simplest option for this kit. Do not draw in missing ridges or use ordinary tape or correction fluid over a print.

| Problem | What to try on a fresh card |
|---|---|
| Dark or smeared | Use less ink and pressure; avoid sliding. |
| Faint or incomplete | Check ink coverage and dry-skin preparation. |
| Double image | Make one smooth roll, then lift cleanly. |
| Wrong finger box | Follow the printed labels at every step. |

**Injury, amputation, or persistent difficulty:** Do not substitute another finger. Ask the receiving agency or a trained technician about the proper notation or alternate process. Seek professional help if repeated attempts remain unclear.

## 8 Submit to the correct destination

Follow the requesting organization's instructions for payment, supporting documents, mailing address, and deadlines. Keep the card flat in protective packaging. Do not mail it to 100% Verified or to the FBI unless your specific application directs you there.

**FOR CALIFORNIA BUSINESSES ONLY**
Interested in starting a California Live Scan service?
Contact us at **info@100verified.com**.

**References:** FBI, Recording Legible Fingerprints: le.fbi.gov (fingerprinting guidance); FBI, FD-258 form and instructions: fbi.gov (FD-258). Reviewed October 27, 2026.

Independent educational guide by 100% Verified. Not issued or endorsed by the FBI. Purchasing or following this guide does not guarantee acceptance.

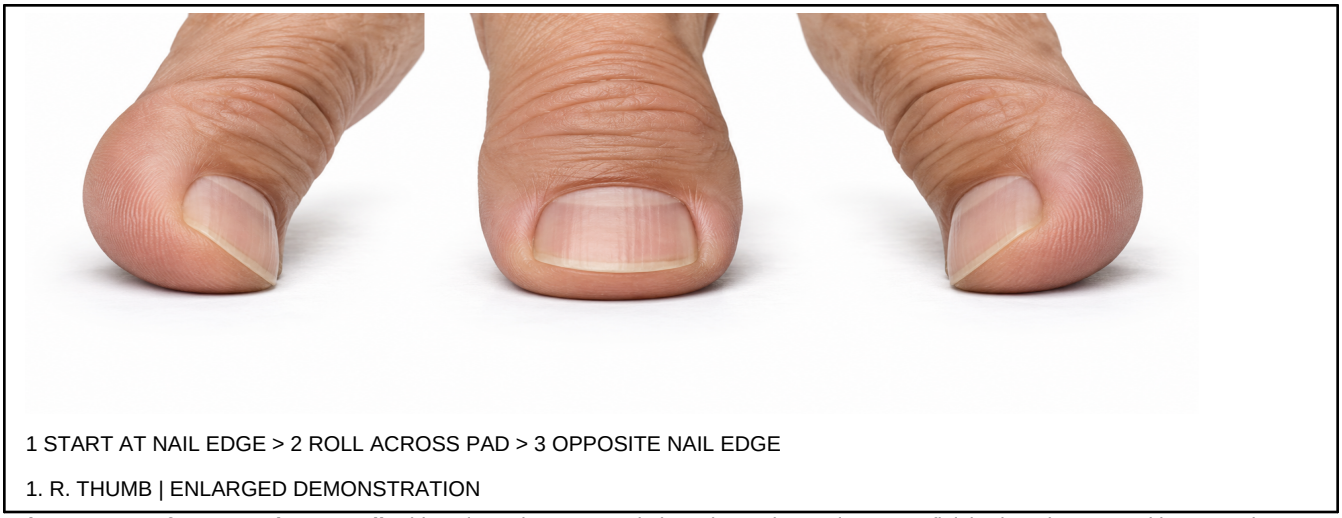
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# FD-258 Fingerprinting Walkthrough



A short demonstration video can show the motion in real time. Until a tutorial link is available, use this reference alongside pages 1-2. Diagrams are schematic; they are not sample fingerprints.

## NAIL-TO-NAIL: ONE CONTINUOUS ROLL

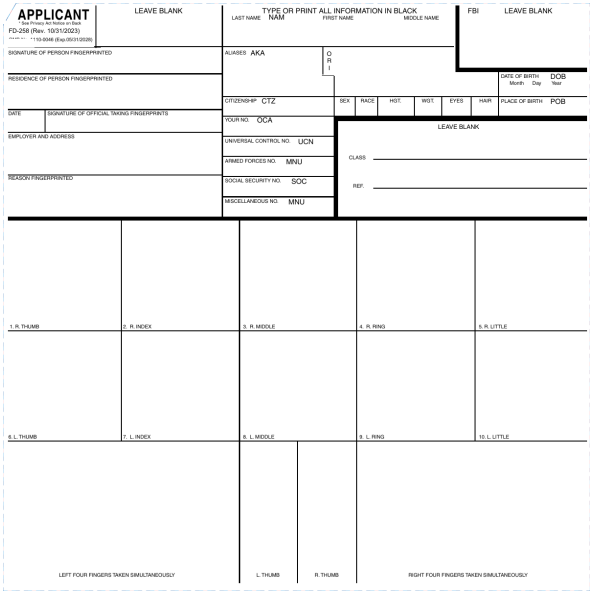


1 START AT NAIL EDGE > 2 ROLL ACROSS PAD > 3 OPPOSITE NAIL EDGE

1. R. THUMB | ENLARGED DEMONSTRATION

**Three stages of ONE continuous roll.** This enlarged FD-258-style box shows the motion, not a finished card. An actual box contains one rolled impression. Roll thumbs toward the body center; other fingers away. Lift cleanly at the end. The illustration is AI-generated and is not a biometric sample.

## MATCH EACH FINGER TO ITS LABELED BOX




**Actual FBI FD-258 layout**

**Top print row: 1-5**
Right thumb, index, middle, ring, little.

**Second print row: 6-10**
Left thumb, index, middle, ring, little.

**Bottom row: flat prints**
Follow the labels: left four, left thumb, right thumb, right four. Press without rolling.

This reduced image is a location reference, not a submission card.

**Quick quality check:** distinct ridges, full pattern, one image per box. Do not roll backward, press hard, or substitute flat impressions for the ten rolled prints.

Card source: FBI FD-258 (Rev. 10/31/2023), fbi.gov/file-repository/cjis/fd-258.pdf. Technique reference: FBI, Recording Legible Fingerprints. Independent 100% Verified instructional page; no FBI endorsement.

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# FD-258 Fingerprinting Walkthrough



Use this key with the card on page 3. Follow the receiving agency's instructions for required fields and codes. Use black ink to match the card's front heading. Do not overwrite preprinted agency information. If an entry is unclear, confirm it before submitting.

| Field on card | What to enter / who supplies it |
|---|---|
| Name (NAM) | Your full legal last, first, and middle names in the labeled spaces; match the identity documents required by the agency. |
| Aliases (AKA) | Other names you have used, including former or maiden names. Follow agency directions if none. |
| Applicant signature | The person being fingerprinted signs here. |
| Residence | Your current residential address, including city, state, and postal code; country when applicable. |
| Date | The date the fingerprints are actually taken, in the format requested. |
| Official signature | The person taking the prints signs. Self-printing applicants: confirm acceptance and how this field should be completed. |
| Employer and address | Enter the employer or submitting entity specified by the requesting agency; this may differ by application. |
| Reason fingerprinted | Use the requesting agency's exact purpose and any required legal authority or application wording. |
| ORI | Agency-supplied routing identifier. Obtain the correct ORI and accompanying agency information; never invent one. |
| Citizenship (CTZ) | Your country of citizenship; use the country name or code required by the agency. |
| Date of birth (DOB) | Your birth month, day, and year in the labeled order; use a four-digit year. |
| Place of birth (POB) | Birthplace in the format required by the agency, typically state or country; include city if requested. |
| SEX / RACE | Use the receiving agency's accepted codes. Do not guess a code or substitute an ethnicity entry without checking. |
| Height (HGT.) | Height in feet and inches. If three digits are required, 5 ft 8 in = 508. |
| Weight (WGT.) | Your weight in pounds, unless the receiving agency specifies otherwise. |
| Eyes (EYES) | BLK Black; BLU Blue; BRO Brown; GRY Gray; GRN Green; HAZ Hazel; MAR Maroon; MUL Multicolored; PNK Pink; XXX Unknown. |
| Hair (HAIR) | BAL Bald*; BLK Black; BLN Blond/Strawberry; BLU Blue; BRO Brown; GRY Gray/Partially gray; GRN Green; ONG Orange; PNK Pink; PLE Purple; RED Red/Auburn; SDY Sandy; WHI White; XXX Unknown. |
| Your No. (OCA) | Agency-assigned case or applicant reference, when required. This is not automatically your phone or Social Security number. |
| Universal Control No. (UCN) | An existing FBI-assigned identifier, if known and requested. Do not make up a number. |
| Armed Forces No. (MNU) | Applicable military identifier, only as directed by the requesting agency. |
| Social Security No. (SOC) | Follow the agency's disclosure instructions. The card states disclosure is voluntary but omission may affect the application. |
| Miscellaneous No. (MNU) | Other identifying number and required identifier type, only as instructed. Do not fill it with an arbitrary number. |
| Leave Blank / CLASS / REF. | Leave these reserved processing areas empty. |
| Fingerprint boxes | Ten individual rolls plus the labeled bottom flat impressions. See pages 2-3. Ask about proper notation for unavailable fingers. |

***Bald code:** BAL appears in FBI EBTS and federal court FD-258 instructions; the FBI fingerprint-card preparation guide lists BLD. Confirm the receiving agency's required code when bald.

Color-code references: FBI EBTS v9.2 (Hair Color); U.S. District Court, Northern District of Ohio, Codes for Fingerprint Cards (ohnd.uscourts.gov/node/185); Minnesota CBC, Demographic Data.