

Instructions for Completing Fingerprint Cards

- Two blue/white fingerprint cards are required.
- Applicants may be fingerprinted by **any** law enforcement agency in **any** state.
- BEFORE submitting your fingerprint cards, be aware of the following conditions:
 - Fingerprint cards **MUST** be completed in black ink only.
 - Fingerprint cards **MUST NOT** be folded, stapled, or mutilated in any way.
 - Fingerprint cards **MUST NOT** contain any smudged or unreadable prints.

Fingerprint cards not adhering to the above conditions will be returned to the applicant unprocessed.

Complete the following fields on BOTH BLUE cards.

Applicant Completes:	• Applicant Signature and Residence • Last Name, First Name, Middle Name (top of card), Aliases (if applicable), Social Security Number • Sex, Race, Height, Weight, Eyes, Hair, Place of Birth (State), Date of Birth
Official Completes:	Date and signature of official taking the fingerprints
PTSB Completes:	Employer and Address AND Reason Fingerprinted

Please complete the following highlighted areas on both of the blue FBI fingerprint cards.

APPLICANT * See Privacy Act Notice on Back		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK								FBI		LEAVE BLANK	
FD-258 (REV.12-10-07)				LAST NAME NAM		FIRST NAME		MIDDLE NAME							
SIGNATURE OF PERSON FINGERPRINTED				ALIASES AKA		O R I						DATE OF BIRTH		DOB	
RESIDENCE OF PERSON FINGERPRINTED												Month Day Year			
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS			CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH		POB	
				YOUR NO. OCA											
EMPLOYER AND ADDRESS				FBI NO. FBI											
REASON FINGERPRINTED				ARMED FORCES NO. MNU											
				SOCIAL SECURITY NO. SOC											
				MISCELLANEOUS NO. MNU											

Please submit completed fingerprint cards to PTSB along with your application forms, fee, and all other documentation required to finalize your application process.

Contact PTSB or any Wyoming school district office if you have questions.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

**Please see Instructions for Completing Fingerprint Cards
on the back of this sheet**