

## **FBI Fingerprint Checklist**

- Schedule Applicant for a specific date and time to take fingerprints. Create new appointment in Outlook.
- Upon arrival, instruct Applicant to wash hands with soap and water in the bathroom. Use alcohol wipes to wipe down each finger prior to placing on ink.
- Use blank FD-258, Fingerprint Form, (located in the back of the FBI Fingerprint Binder) to take fingerprints in ALL 14 boxes. Prior to sending Applicant home, please have fingerprints QC'ed by someone in the office.
- Fill out Form I-783, Biographic Info, (located in FBI Fingerprint Binder), with the Applicant. Fill out as much information as possible.
- Collect payment of \$18.00 in the form of cash or check. We CANNOT accept credit cards. If cash, please provide Petty Cash Receipt to Applicant (located in the back of the FBI Fingerprint Binder) and make a copy of receipt.
- Submit completed FD-258, Fingerprint Form, Form I-782, Form I-783, Biographic Info, and payment to attorney for submission to FBI.

