

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

DATA ENTERED ON CRIMINAL FINGERPRINT CARDS

Data fields must be completed in order for a fingerprint card to be processed by the FBI.

- **Name (NAM) Block**

Enter the name in this field. Abbreviations are not to be used for any part of the name. The format is last name followed by a comma (,) and first and middle name, if any. Suffix denoting seniority (Jr., Sr., III, etc.) should follow the middle or first name. Do not obstruct this area by using stamps, labels, holes or staples where the name has been printed.

- **Signature of Person being Fingerprinted Block**

Obtain the signature of the person being fingerprinted, in ink.

- **Social Security Number (SOC) Block**

List Social Security number, if known.

- **Alias/Maiden Name (AKA) Block**

List other names used that are different than the name in "NAM," block 1, including the signature name, using the same format (i.e. LAST, FIRST, MIDDLE). Maiden names and all previous married names of females should be entered in the alias field.

- **FBI Number Block**

If known, enter the assigned FBI number.

- **Date of Birth (DOB) Block**

Enter the DOB in month, day, and year format (MM/DD/YYYY).

- **Sex (SEX) Block**

Sex must be indicated by either "F" (female) or "M" (male).

- **Race (RAC) Block**

Race must be indicated by one of the following alphabetic characters:

A = Asian **B** = Black **I** = American Indian **U** = Unknown **W** = White

A -	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
B -	A person having origins in any of the black racial groups of Africa.
I -	A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
U -	Of indeterminable race.
W -	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

- **Height (HGT) Block (3 characters)**

Height must be expressed in feet and inches. For example, five feet four inches should be submitted as "504", and six feet even would be "600".

- **Weight (WGT) Block (3 characters)**

Weight should be expressed in pounds.

- **Eye (EYE) Color Block (3 characters)**

Indicate eye color by entering one of the following three-character codes:

<u>If Description is:</u>	<u>List Data in Block as:</u>
Black	BLK
Blue	BLU
Brown	BRO
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

- **Hair (HAI) Color Block (3 characters)**

Indicate hair color by entering one of the following three-character codes.

<u>If Description is:</u>	<u>List Data in Block as:</u>
Bald	BAL
Black	BLK
Blonde (or strawberry)	BLN
Blue	BLU
Brown	BRO
Gray (or partially gray)	GRY
Green	GRN
Orange	ONG
Purple	PLE
Pink	PNK
Red (or auburn)	RED
Sandy	SDY
White	WHI
Unknown	XXX

- **Place of Birth (POB) Block (State or Country)**

List the state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell out the name of the country.

- **Country of Citizenship (CTZ) Block**

Enter "U.S." if a citizen of the United States; otherwise, enter the appropriate country.

- **Miscellaneous Number (MNU) Block**

The MNU is an identifying number such as U.S. Military Service number, passport number, etc. Enter the MNU and indicate its description according to the following chart:

DESCRIPTION

Air Force Serial Number
Alien Registration Number
Army Serial Number/National Guard Serial Number/Air National Guard Serial Number
(regardless of State)
Bureau Fugitive Index Number
Canadian Social Insurance Number
U.S. Coast Guard Serial Number
Mariner's Document or Identification Number
Marine Corps Serial Number
Royal Canadian Mounted Police Identification Number (FPS Number)
National Agency Case Number - Military
Navy Serial Number
Identification Order Number
Passport Number
Port Security Card Number
Selective Service Number
Veterans Administration Claim Number

- **Residence/Complete Address (ADR) Block**

Enter complete residential address and zip code.