

# DIRECTIONS FOR COMPLETION OF A VECHS FINGERPRINT CARD

<b>APPLICANT</b>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK						FBI	LEAVE BLANK
		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME					
		<b>6</b>							
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I					
<b>1</b>		<b>7</b>		<b>8</b>					
RESIDENCE OF PERSON FINGERPRINTED						DATE OF BIRTH <u>DOB</u>			
<b>2</b>						Month Day Year		<b>19</b>	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	CITIZENSHIP <u>CTZ</u>	SEX	RACE	HGT.	WGT.	EYES	HAIR	
	<b>3</b>	<b>9</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	
		YOUR NO. <u>VECHS</u>							PLACE OF BIRTH <u>POB</u>
		<b>V05040045</b>			LEAVE BLANK				<b>20</b>
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>							
<b>SEYM; P.O. Box 510795; Melbourne Beach, FL 32951</b>		ARMED FORCES NO. <u>MNU</u>							CLASS _____
		<b>11</b>							CLASS _____
REASON FINGERPRINTED		SOCIAL SECURITY NO. <u>SOC</u>							
<b>NCPA/VCA Volunteer</b>		<b>12</b>							
		MISCELLANEOUS NO. <u>MNU</u>							

1. Sign your normal signature
2. Enter your complete address, including city, state and zip code.
3. LEAVE BLANK
4. Enter your employer's complete name and address, including city, state and zip code.
5. Enter either "NCPA/VCA VOLUNTEER" or "NCPA/VCA EMPLOYEE."
6. Enter your last name, first name, and middle name. If no middle name, enter NMN. If middle initial only, enter MIO. **PRINT LEGIBLY AND IN BLACK INK ONLY!**
7. Enter your maiden name or any previous married names. Also, include any other previous names and nicknames.
8. This should be pre-typed with the correct ORI for the VECHS Program, "FL922030Z FDLE TALLAHASSEE, FL".
9. Enter the country where you are a citizen. Ex: USA
10. Enter your VECHS Qualified Entity Number.  
V + # = VOLUNTEER  
E + # = EMPLOYEE
11. Enter your Armed Forces Number, if applicable.
12. Enter your complete social security number.
13. Enter M for male or F for female.
14. Enter one letter: W=White, B=Black, A=Asian, I=American Indian or Alaskan Native, U=Unknown.
15. Enter your height in 3 digits, e.g., 410=4 feet 10 inches, 500=five feet, 602=6 feet two inches.
16. Enter your weight in 3 digits, e.g. 098=ninety-pounds, 185=one hundred eighty five pounds.
17. Enter your eye color in 3 letters, BLU=blue, BRO=brown, GRN=green, GRY=gray and HAZ=hazel.
18. Enter your hair color in 3 letters, BAL=bald, BLK=black, BLN=blond, BRO=brown, GRY=gray, RED=red or auburn, SDY=sandy, and WHI=white.
19. Enter your date of birth in six digits only, e.g., 121173=December 11, 1973, 020550=February 5, 1950.
20. Enter the state where you were born in two letters, e.g., FL=Florida. Otherwise enter the country were you were born.

Call a law enforcement agency to determine whether it has personnel who will roll your fingerprints for you the hours that they are available and their location. Be certain to have at least one form of photo identification with you. Do not send fingerprint cards with missing fingerprints or without annotation of amputation(s).