**COMMONWEALTH OF VIRGINIA**
**Department of Criminal Justice Services**
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(804) 786-1132
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# PROPERLY SUBMITTING FINGERPRINTS

Listed is the paperwork needed to submit fingerprints to the Virginia Department of Criminal Justice Services (DCJS).

❑ **Fingerprint Processing Application**
Any individual who has **ever been convicted** or **found guilty of a felony or misdemeanor** (not to include minor traffic violations) in Virginia or any other jurisdiction to include military court martial **or currently under protective orders** must submit a **Criminal History Supplemental Form.**

❑ **Criminal History Supplemental Form**
You may include up to three (3) criminal convictions on one (1) form.
**For each conviction, you must supply:**
1.  A statement containing; offense convicted of, date of conviction, location and circumstances of conviction.
2.  A certified copy of all applicable criminal conviction(s), police and court records.
3.  A statement on the current status of parole or probation.
4.  Supporting documentation — reference letters, pardons, rehabilitation, and restitution of rights.

❑ **List of Acceptable Documents to Verify Legal Presence**

❑ **Fingerprint Card Reflecting the ORI # VADOCJSOZ.**

**IMPORTANT INFORMATION**
Misrepresentation, falsification or omission of pertinent information on the
Fingerprint Processing Application may be cause for denial and may result in criminal charges.

**The following process must be followed when submitting fingerprints to DCJS.**

The person who takes the fingerprints must request some type of photo identification card as verifying an individual's identity. DCJS recommends that they only accept current, valid, and unexpired picture identification documents. As a primary form of picture identification, you may present a state-issued driver's license. If you do not have a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license. However, in the absence of the new driver's license, you will need to provide one or more secondary documents from the List of Acceptable Documents that is used to Verify United States Citizenship or Legal Presence.

Once your identification has been verified, complete the top portion of the card.
**IF THE REQUIRED DATA FIELDS ARE ILLEGIBLE OR INCOMPLETE, THE CARD CAN BE REJECTED**.

**The following must be filled out on the Fingerprint Processing Application in order for a card to be processed:**

❑ **NAME:** Print or type your Last Name, First Name and Middle Name.

❑ **Signature of Person Being Fingerprinted:** You must sign your legal name in this block. The card should be signed prior to rolling the fingerprints to prevent smearing. However, **the card must be signed in the presence of the official taking the fingerprints.**

❑ **Aliases (AKA):** List any aliases used in the past (e.g. Dutch, Tex, Bunny). Applicants that have had a legal name change should enter their previous name in this block.

❑ **Date of Birth (DOB):** Date of birth must be entered as month, day, year.

❑ **Residence of Person Fingerprinted:** List the street address, city, state and zip code where you reside.

❑ **Social Security Number (SOC):** Enter your social security number.

❑ **Citizenship (CTZ):** Enter the country of which you are a citizen.

❑ **Sex:** Use M for Male and F for Female

❑ **The Federal Bureau of Investigation (FBI) has standardized the following race codes. Use only the following letters:**
   **A**: Asian or Pacific Islander—a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands.
   **B**: Black—a person having origins in any of the black racial groups of Africa.
   **I**: American Indian or Alaskan Native—a person having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition.
   **W**: White—a person having origins in any of the original peoples of Europe, North Africa or Middle East.
   **Note: Hispanics should be entered with the race code most clearly representing the individual.**
      *The FBI classifies Hispanic as an ethnic indicator, not a race*

❑ **HGT (Height):** Enter height in feet and inches. For example 5'11" should be entered as 511. Do not use fractions.

❑ **WGT (Weight):** Enter weight in pounds. For example 180 lbs. should be entered as 180.

❑ **EYES: Your eye color. Use the following abbreviations:**
   **BLK** – Black          **BLU** – Blue
   **BRO** – Brown          **GRY** – Gray
   **GRN** – Green          **HZL** – Hazel

❑ **HAIR: Your hair color. Use the following abbreviations:**
   **BLK** – Black          **BRO** – Brown
   **GRY** – Gray           **RED** – Red
   **WHI** – White          **BAL** – Bald
   **BLD** – Blonde

❑ **Place of Birth (POB):** Enter the state, territorial possession, province or country of birth.

❑ **Reason for Fingerprints**: Enter the Program the prints are being submitted for example: Private Security, SCOP, Bail Bondsman, Bail Enforcement Agent.

Once you complete the top portion of the card, give the fingerprint card to the person who will be taking your prints. The person taking the fingerprints will sign and date the card in the space provided. After your prints have been rolled, give the Fingerprint Processing Application and the Criminal History Supplemental Form with supporting documentation (if applicable) to the person taking the prints. This paperwork along with the fingerprint card will be placed in the envelope and the envelope will be sealed. Once the envelope has been sealed, it must arrive to DCJS unopened.

NOTE: If you are ONLY submitting your fingerprint card, please submit the Application Fee of $50.00

***All fees are non-refundable. Applications received without payment will be returned.***

Submit a check or money order payable to the TREASURER OF VIRGINIA,
***or*** pay by credit card using the Credit Card form available at www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf
— this form must be included with your application package when paying by credit card.