

Fingerprinting Supplies

FD-249 Criminal Cards	2,000 per box
FD-258 Applicant Cards	2,000 per box
FD-353 Personal Identification Cards	2,000 per box
FD-884 Palmprint Cards	2,000 per box
FD-884a Supplement Fingerprint and Palmprint Cards	2,000 per box
Live Scan Cards	2,000 per box
R-84 Final Disposition Report	4,000 per box
I-12 Flash/Cancellation Notices	1,000 per box
1-433a Supervision Transfer Notice	1,000 per box
Kraft Envelopes (size 9.5x12)*	500 per box
Blue Envelopes (size 8.75x8.75)*	500 per box
American Bankers Association Envelopes*	500 per box

*Envelopes are utilized for mailing fingerprint cards and documents to **FBI ONLY**

Fingerprint Training Aids**

Training Aid for FD-249 Criminal Card With Instructions
Training Aid for FD-249 Criminal Card Without Instructions (Practice Card)
Training Aid for FD-258 Applicant Card With Instructions
Training Aid for FD-258 Applicant Card Without Instructions (Practice Card)
Training Aid for FD-353 Personal Identification Card
Training Aid for R-84 Final Disposition Report Forms
Training Aid for I-12 Flash/Cancellation Notice
Wall Chart - Guidelines for Obtaining Class. Fingerprints
Wall Chart - FD-249 Criminal Card
Wall Chart - FD-258 Applicant Card
Science of Fingerprint Manual
Techniques for Taking Legible Fingerprints Manual
Fingerprint Pattern Recognition Manual
Guidelines for Preparation of CJIS Fingerprint Cards
Arrest Disposition Submission Brochure

**Unit of issue is each. Maximum amount for each order is 30.

Agencies may order as many cards as needed with a minimum order of 100 each. Supplies must be ordered using the unit of issue "each." For example, if you need 2 boxes of the FD-249 Criminal Cards, the quantity ordered must be 4000.

How long does it take to process my order?

Orders are normally processed and shipped within two to three business days. Most orders are shipped using the United Parcel Service (UPS). Be sure to include a complete physical address and telephone number when completing the requisition form(s). The UPS will deliver your order within one to six days depending on your location.

How do I check the status of my order?

To check on your order, call (304) 625-3983. If you reach voicemail, please leave your name, telephone number, and ORI number and your call will be returned.

Fingerprint Supply Center
Federal Bureau of Investigation
Criminal Justice Information Services Division
1000 Custer Hollow Road
Clarksburg, WV 26306

Phone: (304) 625-3983

Fax: (304) 625-3984



U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division



How to Order Fingerprint Cards and Training Aids



How can I order fingerprint cards and training aids for my agency?

To request fingerprint cards and training aids, you must have an Originating Agency Identifier (ORI) number. If you do not have an ORI number, you will need to obtain one by contacting the FBI's Criminal Justice Information Services (CJIS) Division, Systems Access Group, at (304) 625-4543. Once you have been assigned an ORI number, complete the CJIS Fingerprinting Supply Requisition Form 1-178 to order fingerprint supplies and/or the CJIS Fingerprint Training Aids Supply Form 1-178a to order training materials.

The supply forms are available at www.fbi.gov/hq/cjisd/forms/orderingfps.htm.

You may also fax completed form(s) to the CJIS Division Fingerprint Supply Center (FSC) at (304) 625-3984. If you have questions, contact the FSC at (304) 625-3983.



Fingerprint Cards

The form is titled 'APPLICANT' and includes fields for 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', 'DATE OF BIRTH', 'SEX', 'RACE', 'DOB', 'SSN', 'SSS', 'SSD', 'SSB', 'PLACE OF BIRTH', 'EMPLOYER AND ADDRESS', 'FBI NO.', 'CLASS', 'REASON FOR FINGERPRINTING', 'ARMED FORCES NO.', 'SOCIAL SECURITY NO.', and 'MISCELLANEOUS NO.'. It also features a grid for recording fingerprint impressions, labeled 'LEFT FOUR FINGERS TAKEN SEPARATELY' and 'RIGHT FOUR FINGERS TAKEN SEPARATELY'.

Can I receive fingerprint cards without the pre-printed ORI Number?

Yes, agencies may request fingerprint cards with or without their pre-printed ORI Number. The requisition form has two columns used to identify the quantities of cards needed. One column is for the quantity without the ORI number and one column is for the quantity to be pre-printed with the ORI Number.

Is there a cost for fingerprint cards or training aids?

There is no charge for fingerprint cards or training aids.

What is an ORI Number?

The ORI number is a nine-character identifier assigned to an agency authorized to access FBI, CJIS Division Systems. Each agency must identify its ORI number on the request form to receive fingerprint supplies and training aids.

