

**INSTRUCTIONS FOR COMPLETING
FD FORM 258
FBI FINGERPRINT CARD (APPLICANT)**

1. FD Form 258 (Federal Bureau of Investigation Fingerprint Card) (Applicant) is the **ONLY** acceptable fingerprint record. **DO NOT USE ANY OTHER TYPE.**
2. This form is to be completed in two (2) copies. All information requested on the form must be clearly entered (type or print) except "Number", "Contributor and Address", and "Company and Address". The three above-mentioned blocks will be left blank.
3. Extreme care must be exercised in obtaining your fingerprints to insure that they are properly inked and rolled. Refer to the back of the fingerprint card for additional guidance concerning the proper taking of fingerprints that are classifiable. Check your own cards to insure they meet the standards outlined on the reverse of the card.
4. The individual taking the fingerprints must indicate their organization in addition to signing the form in the space provided.