FINGERPRINT PROCESS

Contractor Fingerprint Card (Form FD-258) - Fingerprints are required to be submitted on Form FD-258. Contact the Nashville District Security Management Office (LRN-SM) to obtain Fingerprint Cards. One (1) FD-258 is required for digital prints and two (2) for ink prints. See Detailed Fingerprint Card Instructions which are included.

Digital Fingerprints Submitted Electronically - Fingerprints taken digitally and transmitted electronically are usually processed the same day, and the FBI Fingerprint Report is normally received by LRN-SM within ten (10) calendar days. LRN-SM has a list of other Corps of Engineers Security Offices and Army Installations with an Electronic Fingerprint Machine which may be able to transmit fingerprints for LRN-SM. The Contractor or COR should contact LRN-SM for the closest site to your location.

    (a) **Hard Copy Fingerprint Cards - (digital or ink)** shall be forwarded by the Contractor through the COR to:

USACE, Nashville District
(ATTN: CELRN-SM)
110 Ninth Avenue South,
Room A-450
Nashville, TN 37203

Hard copy fingerprints which are mailed will take at least one (1) to two (2) weeks longer than fingerprints transmitted electronically. This additional time should be taken into consideration when choosing to mail hard-copy fingerprints instead of prints being transmitted electronically.

    (b) **Processing Delays and/or Rejection of Fingerprint Submissions**. If the FD-258 is not filled out correctly or if the fingerprints are "Unclassifiable" due to the quality of the fingerprints, etc., the processing center will reject the fingerprints and new Fingerprint Cards will have to be submitted. This will delay approval for the Contractor/Subcontractor employee (CSE) to begin working on the site. A list of reasons fingerprints could be delayed or rejected are included.

    (c) **Notification of Fingerprint Report Results**. Once LRN-SM receives the results of the FBI Fingerprint Check, a determination will be made, and the COR will be notified, who will inform the Contractor in writing. The CSE will not be permitted to access the site until approved by LRN and the Contractor has been notified in writing.

Note: Fingerprint results are only valid for 120 days. LRN-SM or other Corps of Engineers Security Offices can resubmit the fingerprints electronically if required. In most other cases, the CSE will have to be re-printed.

Detailed Fingerprint Card Instructions: See Next Page

NASHVILLE DISTRICT
INSTRUCTIONS FOR COMPLETING
FD-258 FINGERPRINT CARD

****TYPE OR PRINT ALL INFORMATION IN BLACK OR BLUE INK ONLY ****

COMPLETE THE FOLLOWING BLOCKS ON THE FINGERPRINT CARD AS INDICATED:

1. **NAME <u>NAM</u>**   Last Name, First Name, Middle Name (not just initial)
If initial only, list the initial and put "IO"; if no middle name put "NMN"

2**. SIGNATURE OF CONTRACTOR FINGERPRINTED** (**Legible** signature of Contractor being fingerprinted must appear in this space)

2a. **RESIDENCE OF CONTRACTOR FINGERPRINTED** (Full Home Address)

3. **ALIASES <u>AKA</u>** List any names used including signature name that are different than the name in the "NAM" block. Also list maiden name and all previous married names of females if applicable)

4. **ORI** (LEAVE BLANK)

5. **DATE OF BIRTH <u>DOB</u>** Month/Day/Year format (MM/DD/YYYY) If a complete DOB is not known, enter approximate age followed by "YEARS OF AGE"

6. **CITIZENSHIP <u>CTZ</u>** (US if a citizen of the United States, otherwise enter the appropriate country).
Use the correct abbreviation for foreign country OR correctly spell the name of the country.

7. **<u>SEX</u>** (Male **M**, Female **F**) See Sex Code Table for additional codes if applicable

8. **RACE <u>RAC</u>** Race must be indicated by using the Race Code Table

9. **HEIGHT <u>HGT</u>** (List in feet & inches.
Inches less than ten should be preceded by a zero.
Example: 6' 01" = **601**
10. **WEIGHT <u>WGT</u>** (In Pounds) Example: 135

11. **EYES <u>EYES</u>** See Eye Color Code Table

12. **HAIR <u>HAIR</u>** See Hair Color Code Table

13. **PLACE OF BIRTH <u>POB</u>** State, Territorial Possession, Province (Canadian) or Country of birth if not born in the U.S.
(**Use Correct Abbreviation**)

14-16 **BLOCKS 14, 15, AND 16** (LEAVE BLANK)

17. **SOCIAL SECURITY NO. <u>SOC</u>** (Your Social Security Number)

18. **MISCELLANEOUS NO. <u>MNU</u>** (LEAVE BLANK)

19. **DATE FINGERPRINTED <u>DATE</u>** Month/Day/Year format (MM/DD/YYYY)

20. **SIGNATURE OF OFFICIAL TAKING FINGERPRINTS** (Signature of <u>official taking fingerprints</u> and official's ID number if applicable)

21. **EMPLOYER AND ADDRESS** Enter the FULL Company's Name and Address

22. **REASON FINGERPRINTED**   Federal Contract

23. **FINGERPRINT IMPRESSIONS BLOCKS**
Indicate amputated fingers, tip-amputated, transplanted toes/fingers, missing at birth, deformed, bandaged, scars, etc., in the appropriate finger block(s) if applicable.

NOTE: DO NOT BEND OR FOLD FINGERPRINT CARD(S)

The Contractor POC shall mail the fingerprint cards to:

> USACE, Nashville District
> (ATTN: CELRN-SM)
> 110 Ninth Avenue South,
> Room A-450
> Nashville, TN 37203

Fingerprint Cards can be obtained by contacting LRN-SM at 615-736-7397.

SEX CODE TABLE

External Code	Literal	Description
F	Female	Female
G	Female	Female Print, Male Reference
M	Male	Male
N	Male	Male Print, Female Reference
Y	Male	Male, Unreported
Z	Female	Female, Unreported
X	Unknown	Unknown Sex

RACE CODE TABLE

External Code	Literal	Description (If Subject Is)
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition.
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

EYE COLOR CODE TABLE

Eye Color	*Eye Color Code*
Black	**BLK**
Blue	**BLU**
Brown	**BRO**
Gray	**GRY**
Green	**GRN**
Hazel	**HAZ**
Maroon	**MAR**

HAIR CODE TABLE

BALD	**BLD**
BLACK	**BLK**
BLONDE (or Strawberry)	**BLN**
BLUE	**BLU**
BROWN	**BRO**
GREEN	**GRN**
GRAY (or Partially Gray)	**GRY**
ORANGE	**ONG**
PURPLE	**PLE**
PINK	**PNK**
RED (or Auburn)	**RED**
SANDY	**SDY**
WHITE	**WHI**
UNKNOWN	**XXX**

PROCESSING DELAYS AND/OR REJECTION OF

FINGERPRINT SUBMISSIONS

Paper fingerprint submission must meet specific criteria to be converted into an electronic format and processed.
The following may cause a rejection or delay in processing:

- Poor penmanship
- Use of highlighter in entry block
- Entry not within boundaries of entry block
- Labels or stray marks applied to "Leave Blank" areas
- Using an incorrect fingerprint card (other than FD-258)
- Use of pencil or ink other than blue or black

- **Paper or electronic fingerprint submissions may also be rejected for the following reasons**:

- Missing or invalid required data (i.e. date of birth)
- Descriptive data not complete (i.e. name not shown at top of card)
- No attempt to print deformed or scarred fingers in both rolled and plain impression blocks
- More than one fingerprint impression per block (It must be indicated if an individual has extra digits, split thumbs or webbed fingers)
- Fingerprints not properly rolled or poor quality
- Fingerprints on back of fingerprint card
- Fingerprints out of sequence
- Finger(s) missing due to amputation and not noted as "AMP" or "XX" in fingerprint block
- Missing fingerprints with no reason given including the plain "flat" impressions