

HOW TO COMPLETE FD-258 FINGERPRINT CARD FIELD NAME AND EXPLANATION

1. Name (NAM) block: Enter the applicant's last name, first name, and middle name – in that order – in this space. Be sure to write out the middle name. Suffix denoting seniority should follow the name.
2. Also Known As (AKA) block: Enter other names the applicant has used, especially maiden names or any previous married names. For instance, if the applicant's legal name is different from the one shown in the identity document, be sure to place the name from the identity document in the AKA block. Please note: if there is more than one AKA, they will be printed on the back of the card.
3. Originating Agency Identifier (ORI) Number block: This block will be completed by the agency.
4. Applicant's Signature block: The applicant must sign this block in the presence of the person taking the fingerprints. The card may not be signed in advance.
5. Applicant's Address block: Enter the applicant's complete, permanent address.
6. Date of Birth (DOB) block: Enter the applicant's date of birth. If the applicant is under the age of 14 years, no prints are required. Please note: mmddyyyy.
7. Citizenship (CIZ) block: Select the name of the country of which the applicant is a citizen. This may differ from the applicant's country of birth.
8. Sex block: Select "F" for female, or "M" for male. Indicate if the subject is a transvestite (cross dresser) or has had a sex change operation. List any opposite sex names used in the alias box.
9. Race (RAC) block: Select one of the corresponding alphabetic codes:

CODE	RACE
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.
A	Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
B	Black – a person having origins in any of the black racial groups of Africa
W	White – a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
U	Unknown – Applicants should choose the most appropriate code.

10. Height (HGT) block: Enter the applicant's height in feet and inches. Round off fractions to the nearest inch. For instance, applicant is 5 ft 6 ½, round off to 5 ft 7 in.
11. Weight (WGT) block: Enter the applicant's weight in pounds. Round off fractions to the nearest pound. For instance, applicant is 133 ½ pounds, round off to 134.
12. Eye Color (EYE) block: Select the correct color from the table:

EYE COLOR	CODE	EYE COLOR	CODE	EYE COLOR	CODE	EYE COLOR	CODE
Black	BLK	Blue	BLU	Brown	BRO	Gray	GRY
Green	GRN	Hazel	HAZ	Maroon	MAR	Pink	PNK

13. Hair Color (HAIR) block: Select the color from the table:

HAIR COLOR	CODE	HAIR COLOR	CODE	HAIR COLOR	CODE	HAIR COLOR	CODE
Bald	BAL	Black	BLK	Blonde	BLN	Brown	BRO
Gray	GRY	Red	RED	Sandy	SDY	White	WHI

14. Place of Birth (POB) block: Select the country where the applicant was born. This may be different from the applicant's country of citizenship.
15. Originating Agency Case Number (OCA) block: Leave blank. Agency will complete.
16. FBI Number (FBI) block: Leave blank. Agency will complete.
17. Armed Forces Number (MNU) block: If the applicant has been assigned an armed forces number, enter it in this block. Otherwise, leave blank
18. Social Security Number (SOC) block: If applicant has been assigned a social security number, enter it in this block. Otherwise, leave blank.
19. Miscellaneous Number (MNU) block: Enter the applicant's Alien Registration Number (A-number) in this block. This number should be nine digits. For example, alien number A12345678 should be entered A012345678/A01234567 should be entered A001234567.
20. Date Fingerprinted block: Enter the date the applicant is fingerprinted.
21. Signature of person taking fingerprints. The fingerprinter (not applicant) signs in this block.
22. Employer and address block: Enter the name and address of the organization where the prints are taken. For example, USArmy with address/USConsulate with address. Use complete address.
23. Reason fingerprinted block: Clearly enter the form of the respective INS application (e.g. "N-400") in this space.
24. Person processing fingerprints is responsible for sealing the completed FD-259's in an envelope and affix his or her signature across the seal of the envelope. Do not bend or fold FD-258's.
25. Applicant must then return the sealed envelope attached to the Notice of Action (blue sheet or copy of blue sheet) to the INS office for processing