

To order:

DCI

Final Dispositions Reports

(green sheets)

and Envelopes

Please contact the Records Unit

515-725-6074

or

515-725-6072

Supplies will be mailed through UPS,  
free of charge to you.

To order Fingerprint or Applicant Cards,  
please use the CJIS Supply Form  
(on the following page)

# CJIS FINGERPRINTING SUPPLY REQUISITION FORM

| To: Federal Bureau of Investigation<br>Attention: Logistical Support Unit (LSU), CJIS Division<br>1000 Custer Hollow Road<br>Clarksburg, WV<br>26306 |  |                       | Date _____          |
|--|--|-----------------------|---------------------|
| Form Number  | Description  | Quantity without ORI# | Quantity with ORI#  |
| FD-249   | Arrest and Institution Fingerprint Cards<br>(white card with red ink)  |                       |                     |
| FD-258   | Applicant Fingerprint Cards<br>(white card with blue ink)  |                       |                     |
| <b>MISCELLANEOUS CARDS and FORMS</b>   |  |                       | Quantity            |
| FD-353   | Personal Identification Fingerprint Cards  |                       |                     |
| FD-884   | Palm Prints (white card with red ink)  |                       |                     |
| FD-884a  | Standard Supplemental Finger & Palm Print Cards (white card with red ink)                                      |                       |                     |
| Live Scan Card   | Completely Blank (white card)  |                       |                     |
| R-84   | <del>Final Disposition Report Form</del> <b>DCI PROVIDES</b>   |                       |                     |
| 1-12   | Flash/Cancellation Notice  |                       |                     |
| 1-433a   | Supervision Transfer Notice  |                       |                     |
| <b>ENVELOPES</b>   |  |                       | Quantity            |
|  | <del>Manila Envelopes: (Used in mailing print cards, forms &amp; misc. items to the FBI Only) 9 W' x 12"</del> |                       | <b>DCI PROVIDES</b> |
|  | Blue Envelopes: (Use for mailing "direct billing" prints to the FBI Only) 8 ¾ " x 8 ¾ "                        |                       |                     |
|  | ABA Envelopes 8 ¾ " x 8 ¾ "  |                       |                     |
|  | with Packing Slip: (Used only by American Bankers Assoc.)  |                       |                     |

**Orders may be faxed to (304) 625-3984**

or

**Submitted electronically at:** [www.FBI.Gov](http://www.FBI.Gov)

Click on: More Services

Click on: Fingerprint Card Orders

**Service Numbers:** Questions may be directed to LSU at (304) 625-3983

ORI Number \_\_\_\_\_ **(Must Be Furnished Even If You Are Ordering Blank Cards)**

Agency \_\_\_\_\_

Agency point of contact & telephone # \_\_\_\_\_

Complete shipping address **(no P.O. Box, if possible)** \_\_\_\_\_

City, State and Zip Code # \_\_\_\_\_

## CJIS FINGERPRINT TRAINING AIDS SUPPLY FORM

Use this form for ordering supplies from the Criminal Justice Information Services Division

| To: Federal Bureau of Investigation<br>Attention: Logistical Support Unit (LSU), CJIS Division<br>1000 Custer Hollow Road<br>Clarksburg, WV 26306 | Date: _____   |                                   |
|---|---------------|-----------------------------------|
| Description   | Unit of Issue | QUANTITY<br>MAX. AMT ALLOWED - 30 |
| Training Aid for FD-249 Criminal Card With Instructions   | Each          |                                   |
| Training Aid for FD-249 Criminal Card Without Instructions (Practice Card)  | Each          |                                   |
| Training Aid for FD-258 Applicant Card With Instructions  | Each          |                                   |
| Training Aid for FD-258 Applicant Card Without Instructions (Practice Card)   | Each          |                                   |
| Training Aid for FD-353 Personal Identification Card  | Each          |                                   |
| Training Aid for R-84 Final Disposition Report Forms  | Each          |                                   |
| Training Aid for I-12 Flash/Cancellation Notice   | Each          |                                   |
| Wall Chart - Guidelines for Obtaining Class. Fingerprints   | Each          |                                   |
| Wall Chart - FD-249 Criminal Card   | Each          |                                   |
| Wall Chart - FD-258 Applicant Card  | Each          |                                   |
| Science of Fingerprint Manual   | Each          |                                   |
| Techniques for Taking Legible Fingerprints Manual   | Each          |                                   |
| Fingerprint Pattern Recognition Manual  | Each          |                                   |
| Guidelines for Preparation of CJIS Fingerprint Cards  | Each          |                                   |
| New Arrest Disposition Pamphlet   | Each          |                                   |
| Fingerprint Training Manual   | Each          |                                   |
| Fingerprint Comparison Manual   | Each          |                                   |

**Facsimile Orders may be sent to (304) 625-3984**

or

**Submitted electronically at:**

[www.FBI.Gov](http://www.FBI.Gov)

Click on: More Services

Click on: Order Fingerprint Cards and Training Aids

Questions concerning your supply orders may be directed to LSU at (304) 625-3983

**Please type or print information**

ORI Number \_\_\_\_\_ **(Must Be Furnished)**

Agency \_\_\_\_\_

Agency point of contact & telephone # \_\_\_\_\_

Complete **physical** shipping address \_\_\_\_\_

City, State and Zip Code # \_\_\_\_\_