

# FINGERPRINTING INSTRUCTION SHEET

Fingerprint cards can be obtained at:

- a. Kentucky State Police Post, or
- b. United Parcel Services (UPS) mailing office, or
- c. Any local police station or sheriff's office trained to do fingerprinting

\*Please check with your state's law enforcement agency regarding fees, method of fingerprinting, hours of operation etc.

Digital fingerprints are preferred and accepted if fingerprints are transferred to:

- a. The fingerprint card, or b. An FD-258 fingerprint card

\*ORI number (KY920222Z) MUST BE placed on the card

\*Specify "KRS-324a.152, KY Real Estate Appraisers Board" as the reason fingerprinted

\*Do not fold or staple the fingerprint card

\*All fingerprints must be rolled in black ink only

Completed fingerprint card must be sent directly to the Kentucky State Police

Kentucky State Police  
Records Branch  
1266 Louisville Road  
Frankfort, KY 40601

Enclose check or money order in the amount of

**\$32.00**

Made payable to: **Kentucky State Treasurer**

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Complete the following required fields of the fingerprint card:

Last, First, and Middle Name	Race
Aliases	Height
Signature and Residence of Person Being Fingerprinted	Weight
Date and Signature of Official Taking Fingerprints	Eye Color
Date of Birth	Hair Color
Citizenship	Place of Birth (State or Country)
Sex	Social Security Number

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Note:

1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.
2. Fingers to be printed must be clean and dry. Wiping the individuals fingers with an alcohol swab and drying them should prevent perspiration from being a problem.
3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individuals four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.

## FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Appraisers Board has the legal authority, KRS 324A.152, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”