



## Form Filing for Individuals - Fingerprint Cards

### What are some important tips for the successful submission of fingerprint cards?

- Always complete the employer's name, address, and org number on every fingerprint card submitted.
- All fingerprint cards should contain a barcode.
- All fingerprints should be taken in **black ink**.
- Before submitting the fingerprint card to the NASD, review the following data for accuracy:
  - Social Security Number
  - Date of Birth
  - Place of Birth
  - Sex
  - Height
  - Weight
  - Hair color (using the three letter code)
  - Eye color (using the three letter code)
- When completing fingerprint cards for submission to NASD, please write the individual's name and physical description clearly on the cards to ensure that the fingerprint card is processed in a timely manner by the FBI. This information must be legible or the card is rejected by the FBI.
- Write the individual's CRD Number in the "CRD Number" field on the card.
- Do not highlight any information or any portion of the fingerprint card. Fingerprint cards with highlighting are rejected by the FBI.