



Fingerprinting 101: How to take fingerprints

Video Instructions available at: <https://youtu.be/Sg3dJhxpCcM>

Supplies

- Standard Applicant FD258 Fingerprint cards
 - o You can request fingerprint cards by emailing KID.licensing@ks.gov or by filling out the request form on our website:
<https://insurance.ks.gov/documents/agentagency/Instructions-for-requesting-criminal-background-check.pdf>
- Fingerprint Ink Pads
 - o Any of the ink pads sold by Sirchie Finger Print Laboratories, Inc. are acceptable for use.
 - o Sirchie Finger Print Laboratories, Inc. 800-356-7311 or www.sirchie.com
- Rubbing Alcohol or Alcohol wipes
- Personal Protection Equipment (PPE) such as masks and gloves
- Hand sanitizer

Safety

We encourage you to schedule fingerprint appointments. Once someone arrives, please consider a temperature check and/or asking the screening questions below before completing the fingerprinting.

- o Have you had a fever in the last 24 to 48 hours?
- o Have you traveled outside of Kansas in the past two weeks?
- o Have you been around any large crowds in the past two weeks?
- o Have you recently experienced any COVID-19 symptoms such as fever, coughing, or shortness of breath?

The below steps should be taken to protect both the person taking the fingerprints and the person being fingerprinted.

- o The person taking fingerprints should wear gloves.
- o Both the person doing and person giving fingerprints should wear a mask.
- o The person being fingerprinted needs to put hand sanitizer on both hands and let it dry before having fingerprints taken.

Securing the fingerprint

The individual taking the fingerprints will collect a government-issued photo ID to complete the demographic information at the top of the fingerprint card. Although a social security number is not required, it is recommended.

The FBI has developed guidance on recording legible fingerprints. We encourage you to use it as a reference.

<https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics/recording-legible-fingerprints>

The following information contains excerpts from the fingerprinting process recommendations from the FBI:

- The recommended height for recording legible fingerprints is approximately 39 inches from the floor. This allows the forearm of an average adult to be parallel with the floor. This is the recommended position to record prints.
- The individual's hands should be cleaned prior to printing.
- If hands are moist, wipe each finger with rubbing alcohol. If hands are dry or flaky, use a small amount of lotion and wipe off any residue.
- Instruct the individual to look away from the fingerprint device, not to assist in the fingerprint process, and to relax. Grasp the individual's right hand at the base of the thumb with your right hand. Cup your hand over the individual's fingers, tucking under those fingers not being printed at that time. Guide the finger being printed with your left hand, rolling from nail edge to nail edge, capturing the tip of each finger down to the first joint.
- When rolling the finger on the inking plate or pad, make sure the fingerprint pattern area is evenly covered with ink. The ink should cover from one edge of the nail to the other and from the crease of the first joint to the tip of the finger. Using the correct amount of ink is vital.
- Consider ordering a fingerprint card holder or taping the card to the table to hold it in place while taking the fingerprints.
- When taking the rolled impression, place the side of the finger bulb on the card. The finger is then rolled to the other side until it faces the opposite direction. Use slow, steady movement as you roll the finger. The weight of the finger itself is the maximum pressure needed to capture a clear fingerprint.
- As you roll each finger, start on the side that presents most resistance. For the thumbs you will roll towards the body and for the fingers, you will roll away from it. For instance, if you are rolling the right index finger, you will roll from left to right.
- The four-finger slap or plain print is captured following the individual fingerprints. Press the four fingers of the right hand simultaneously on the inkpad keeping the fingers together. You will then press the four fingers in the proper box at the bottom of the card using a 45 degree angle to capture all four prints at once. You will repeat this process for the left hand. The two thumbs slap or plain prints will be captured at the same time placing both thumbs in the appropriate boxes at the bottom of the card.
- Ensure all required demographic information is entered in the appropriate fields and have the person being fingerprinted sign the card.

Special Circumstances

- **Deformed or missing fingers:**
If the finger is deformed, every attempt should be made to record the fingerprint in both the rolled and plain impression blocks. If unable to record the image, simply place a notation in the fingerprint block (e.g., deformed, webbed).
- Missing fingers are fingers physically present but cannot be recorded at the time of capture due to injury. Each missing finger should be designated via a notation in the fingerprint block (e.g., bandaged, injured, crippled, paralyzed).
- **Fully amputated fingers:**
An amputated finger occurs when the finger's first joint is no longer physically present. Amputated fingers should be designated via a notation in the fingerprint block (e.g., amp, missing at birth, severed).
- **Tip-amputated fingers:**
If a portion of the first joint is present, record the available fingerprint pattern area in both the rolled and plain impression blocks.
- **Extra fingers:**
When fingerprinting an individual with an extra finger, record only the thumb and the next four fingers. Do not record the extra finger as a rolled or plain impression.
- **Scarred fingers:**
Record scarred fingers in both the rolled and plain impressions without a notation.
- **Worn fingerprints:**
An individual, by the nature of their work or age, may have very thin or worn ridges in the pattern area. Apply light pressure and use very little ink to record these types of fingerprint impressions. A technique known as "milking the finger" can be used to raise the fingerprint ridges prior to printing. This technique involves applying pressure or rubbing the fingers in a downward motion from palm to fingertip.

Submitting the fingerprints.

The applicant will sign the fingerprint card in front of the individual who takes the fingerprints. It is important to remember that the fingerprint card cannot be folded. The KBI will not accept a folded card. The instructions in the fingerprint requirement packet will explain where the applicant needs to send the completed waivers and fingerprint card.

People who will be taking fingerprints should complete some practice prints. Take a good clear photo of them and forward to Leslie.Moore@kbi.ks.us for feedback regarding whether they are good quality prints. This is strongly recommended before proceeding to take prints for insurance agent applicants. Inadequate fingerprints will be rejected and may result in a delay as the applicant would have to be fingerprinted again.

If you have any questions, please contact KID.Licensing@ks.gov.