



THE STATE

of **ALASKA**

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

Collection Agency/Operator Section

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FINGERPRINT CARD REQUIREMENTS

A collection agency operator license application must be accompanied by a complete fingerprint card (may be used for the Alaska Department of Public Safety (DPS) and for the FBI national check). Fingerprint cards submitted must be those provided by the State of Alaska (printed in the pale blue ink); you may also use the standard FBI form FD-258. Take the card, the instructions and photo identification to local law enforcement or other authorized agency to have the fingerprinting done. Please follow these instructions and the back of the fingerprint card.

DPS/the FBI will not accept any fingerprint cards that do not comply with the following:

1. No staples or staple holes are permitted in fingerprint cards. Also do not tape, tear or fold the cards.
2. Ensure the prints are done properly and well. Poor quality prints, smudging, non-rolled or incomplete fingerprints will cause the cards to be rejected by DPS, the FBI, or both.
3. All applicable sections of the top portion of the card must be legible and complete. The information/signatures must be typed or printed in BLACK ink; no other color is permitted. Individual information blocks on the fingerprint cards must be filled in as follows:

NAME: Applicant's last name (comma), first name, then middle name if any; suffix denoting seniority (Jr., Sr., II, etc.) follow the middle or first name.

SIGNATURE OF PERSON FINGERPRINTED: Must be signed by the applicant.

RESIDENCE OF PERSON FINGERPRINTED: Enter the applicant's physical residence address.

DATE: Date fingerprinting was done.

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: Signature of the person who rolled the fingerprints.

EMPLOYER AND ADDRESS AND REASON FINGERPRINTED: These blocks to be completed by the State of Alaska.

ALIASES/AKA: List other names used by applicant that are different than that entered in NAME block; also list maiden names and all previous married names of females. **Enter client number, 5002, at bottom of block.**

CITIZENSHIP/CTZ: Enter US if a citizen of the United States; otherwise, enter correct country abbreviation.

YOUR NO./OCA: **Leave this space blank** (Originating Agency Case Number).

FBI NO./FBI: Enter applicant's assigned FBI number, if known.

ARMED FORCES NO/MNU: **Leave this space blank.**

SOCIAL SECURITY NO/SOC: List applicant's Social Security number.

MISC. NO/MNU: If Alaska resident, enter applicant's Alaska driver's license or state ID # if applicable.

ORIGINATING AGENCY IDENTIFIER (ORI): Preprinted with AKAST0100, DPS, ANCHORAGE, AK.

SEX: F (female) or M (male). Note: Indicate if applicant is a transvestite (cross-dresser) or has had a sex change operation. List any opposite sex names used in the Aliases/AKA block.

RACE: Race must be indicated by one of the following one-character alphabetic codes:

A= Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese

B= Black

I= American Indian, Alaskan Native, Eskimo

W= White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, and other Spanish cultures

U= Unknown

HEIGHT: Must be shown in feet and inches, fractions rounded off to nearest inch (i.e., 5'11" entered as 511)

WEIGHT: Must be expressed in pounds, fractions rounded off to nearest pound.

EYES: Indicate eye color by one of the following three-character codes:

BLK = Black GRY = Gray MAR = Maroon

BLU = Blue GRN = Green PNK = Pink

BRO = Brown HAZ = Hazel UNK = Unknown

HAIR: Indicate hair color by one of the following three-character codes:

BAL = Bald BRO = Brown SDY = Sandy

BLK = Black GRY = Gray WHI = White

BLN = Blonde RED = Red XXX = Unknown

PLACE OF BIRTH/POB: List the state, territorial possession, Canadian province, or country of birth. Use the correct abbreviation for foreign countries or correctly spell the country's name. **Do not use** city or county name as a POB.

DATE OF BIRTH/DOB: Enter birth date as month, day, year. Fingerprint cards of person 80+ years of age are not processed by the FBI. **Note: If DOB is blank, the card will be immediately returned unprocessed.**

FINGERPRINT IMPRESSION BLOCKS: (Individual and Simultaneous): Please read the back of the card on how to obtain classifiable fingerprints. It is very important care be taken to prepare the fingerprint cards properly. It will save time and avoid rejections to assure acceptability the first time. Use black printer's ink. Fingers should be clean and dry before being inked. Use neither too much nor too little ink nor too little nor too much pressure to make the impressions. To help ensure legibility, all 10 fingers must be rolled from nail to nail, and include the first flexion crease. Detail must be sufficient on all 10 individual prints to clearly define the loop, whorl, arch or other pattern. Roll the prints in the correct sequence.

All instructions must be followed correctly. All information on the card is essential. Please double check your work before sending the card. Illegible, incomplete, or incorrect cards will be rejected and returned unprocessed.