

**Mississippi Department of Public Safety
Criminal Information Center**

***Applicant Fingerprint Card
Instruction Manual***

Version 1.0 R07

**updated
November 27, 2019**

TABLE OF CONTENTS

FORWARD.....	1
1.0 PURPOSE OF MISSISSIPPI CRIMINAL HISTORY SYSTEM.....	2
2.0 RECORDING APPLICANT INFORMATION AND FINGERPRINTS	3
2.1 IDENTIFICATION INFORMATION	3
BLOCK 1. Last Name, First Name, Middle Name (NAM)	3
BLOCK 2. Signature of Person Fingerprinted.	3
BLOCK 3. Residence of Person Fingerprinted.	3
BLOCK 4. Date.	3
BLOCK 5. Signature of Official Taking Fingerprints	3
BLOCK 6. Employer and Address.....	3
BLOCK 7. Reason Fingerprinted.	4
BLOCK 8. Aliases (AKA).....	4
BLOCK 9. ORI.....	4
BLOCK 10. Date of Birth (DOB) Month Day Year.....	4
BLOCK 11. Citizenship (CTZ).	4
BLOCK 12. SEX.....	4
BLOCK 13. RACE.	5
BLOCK 14. HGT.....	5
BLOCK 15. WGT.....	5
BLOCK 16. EYES.	5
BLOCK 17. HAIR.	6
BLOCK 18. Place of Birth (POB).....	6
BLOCK 19. Your No (OCA).....	6
BLOCK 20. FBI No (FBI).....	6
BLOCK 21. Armed Forces No. (MNU).	7
BLOCK 22. Social Security No. (SOC).....	7
BLOCK 23. Miscellaneous No (MNU).....	8
2.2 FINGERPRINTS, UNPRINTABLE FINGERS AND PARTIAL AMPUTATIONS.....	9
2.3 PALM PRINTS (FOR LAW ENFORCEMENT APP FOR SOR ONLY - IF AUTHORIZED)	10
3.0 RAP SHEETS AND ERROR RESPONSES.....	11
3.1 MISSISSIPPI RESPONSES.....	11
3.1.1 Transaction Reject Notice.....	11
3.1.2 Transaction Warning Notice (for Palm Prints Only)	12
3.1.3 Mississippi Rap Sheet.....	12
3.2 FBI RESPONSES.....	13
3.2.1 FBI Error Response.....	13
3.2.2 FBI Rap Sheet	13
4.0 COMMON APPLICANT CARD ERRORS.....	14
5.0 RESUBMITTING REJECTED CARDS.....	15
APPENDIX A.1 RESERVED	16
APPENDIX A.2 APPLICANT CARD SAMPLE	17
APPENDIX B PLACE OF BIRTH CODES	18
APPENDIX C COUNTRY OF CITIZENSHIP CODES	24
APPENDIX D RESERVED.....	29
APPENDIX E RESERVED.....	30
APPENDIX F PALM PRINT CARD SAMPLE.....	31
APPENDIX G EXTRACTS FROM FBI'S "A PRACTICAL GUIDE FOR PALM PRINT CAPTURE" ..	33

CHANGE LOG

<i>Date</i>	<i>Version</i>	<i>Change</i>
May 7, 2010	1.0	New manual.
June 14, 2010	1.0 R01	Formatting changes and text clarifications.
November 30, 2010	1.0 R02	Formatting changes and text clarifications.
December 31, 2011	1.0 R03	Formatting changes and text clarifications.
January 31, 2014	1.0 R04	Change in how to handle unprintable fingers and partially amputated fingers. Updated POB and Country of Citizenship Codes. Reference to the Tenprint Transaction Reject Notice and Warning Notice Error Messages document.
November 12, 2014	1.0 R05	Revised valid values for SSN. Added Section 2.3 Palm Prints and added Appendix F and G. Updated POB and Country of Citizenship tables in Appendices B and C based on updated FBI tables.
November 27, 2019	1.0 R07	Updated samples of Reject Notices and examples of common errors; expanded description of FBI responses, and additional clarifications.

FORWARD

This document provides instructions for recording arrest data and capturing biometrics on fingerprint cards that will be submitted to the Mississippi Criminal History System (MCHS) via a cardscan. It presents the requirements for each field on the card in order to successfully enter/scan the card on the cardscan.

1.0 PURPOSE OF MISSISSIPPI CRIMINAL HISTORY SYSTEM

The Mississippi Criminal History System (MCHS) provides fingerprint-based identification services and Criminal History Record information to the criminal justice community within the State of Mississippi and throughout the country. It also supports background checks for authorized state agencies.

The background check process begins when an agency completes a fingerprint card for an applicant. The applicant's fingerprint impressions and accompanying identification information about the person are forwarded to the Criminal Information Center (CIC). The person's fingerprints will establish positive identification that will link the applicant to previous criminal history information.

If you have any questions regarding the completion of this form, please call the Criminal Information Center at 601-933-2600.

Periodically, this document is updated. In the future, as required, updated versions of this document will be posted on the DPS website.

2.0 RECORDING APPLICANT INFORMATION AND FINGERPRINTS

Complete the applicant fingerprint card including the identification information and fingerprints. The instructions for filling out the applicant identification information are provided on the following pages. Please refer to a sample of the applicant fingerprint card in Appendix A.

After recording all pertinent information, detach the fingerprint card. Enter the data and fingerprints in accordance with the Cardscan Applicant Instruction Manual. Or, if your agency does not have a cardscan, either deliver it to an agency that does or mail it to:

Mississippi Department of Public Safety
Criminal Information Center
3891 Hwy 468 West
Pearl, MS 39208

Although many of the codes used by MCHS are the same as or similar to NCIC codes, do not use the NCIC Code book.

2.1 Identification Information

BLOCK 1. Last Name, First Name, Middle Name (NAM).

Record the full name in this block (e.g., Doe, Jonathan, James, II).

Record in the format Last Name, First Name, Middle Name, Suffix; include the commas between each part of the name.

- Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
- Last Name must be at least two characters.
- Middle Name should be a name. An initial can be specified if the name is not known.
- Suffix must be Jr, Sr, II, III, or IV.

Record additional name variations in Block 8 Aliases (AKA).

BLOCK 2. Signature of Person Fingerprinted.

Obtain the signature of the applicant.

BLOCK 3. Residence of Person Fingerprinted.

Record the street address followed by the city, state code, and zip code. Street address is limited to 70 characters; abbreviate as needed.

BLOCK 4. Date.

Record the current date in MM DD YYYY format.

BLOCK 5. Signature of Official Taking Fingerprints.

Obtain the signature of the agency official who is taking the applicant's fingerprints.

BLOCK 6. Employer and Address.

Record the employer information of the applicant.

Record employee name followed by the complete address.

Record employer's address in the format: street address followed by the city, state code, and zip code. Street address is limited to 70 characters; abbreviate as needed.

If the person is unemployed, record "Unemployed".

This is not the employer and address of the official specified in Block 5.

BLOCK 7. Reason Fingerprinted.

All reasons fingerprinted are Federal and/or State statute supported. Use only a reason fingerprinted that applies to the function of your organization and was assigned by the CIC.

BLOCK 8. Aliases (AKA).

Record aliases including name variations, maiden names, and nicknames.

Record multiple names if appropriate.

Record names according to the following formatting rules.

Name variations and maiden names (e.g., Doe, John, J):

- Record in the format Last Name, First Name, Middle Name, Suffix; include the commas.
- Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
- Last Name must be at least two characters.
- Middle Name may be name or initial.
- Suffix must be Jr, Sr, II, III, or IV.

Nicknames (e.g., 'Slim' or 'JJ'):

- Record in the format X, Nickname (e.g., 'X, Slim' and 'X, JJ').
- Nickname name may contain hyphens, apostrophes, and spaces.
- Nickname must be at least two characters.

BLOCK 9. ORI.

Record the ORI, the name, and the address of the applicant agency that requested the background check.

Must be the agency ORI previously assigned by the CIC.

BLOCK 10. Date of Birth (DOB) Month Day Year.

Record date in the format MM DD YYYY (e.g., 02 05 1980).

BLOCK 11. Citizenship (CTZ).

Specify the code representing the country of citizenship.

Specify the Country by selecting a code from Appendix C.

It should not be necessary, but if the Country of Citizenship is not listed, specify 'YY' to indicate Other Non-US country.

BLOCK 12. SEX.

Specify one of the following sex codes. Enter either the full sex code or the abbreviated code.

Sex Code	Abbreviated Code
Male	M
Female	F

BLOCK 13. RACE.

Specify one of the following race codes. Enter either the full race code or the abbreviated code.

Race Code	Abbreviated Code	Description
Amerind	I	American Indian, Eskimo, Alaskan native, or a person having origins in any of the 48 contiguous states who maintains cultural identification through tribal affiliation or community recognition.
Asian	A	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
Black	B	A person having origins in any of the black racial groups of Africa.
White	W	Caucasian, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Other	U	Other or of indeterminate race.

BLOCK 14. HGT.

Record the height in feet and inches.

Convert height to the format FII where F is feet and II is inches. For example, record 6'1" as 601. The minimum height that can be specified is 4' (400) and the maximum height is 7'11" (711).

BLOCK 15. WGT.

Record the weight in pounds.

The minimum weight that can be specified is 70 pounds; the maximum weight that can be recorded is 600 pounds.

BLOCK 16. EYES.

Specify one of the following eye color codes. Enter either the full eye color code or the abbreviated code.

Eye Color Code	Abbreviated Code
Black	BLK
Blue	BLU
Brown	BRN
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Pink	PNK
Multicolored	MUL
Unknown	UNK

BLOCK 17. HAIR.

Specify one of the following hair color codes. Enter either the full hair color code or the abbreviated code.

Hair Color Code	Abbreviated Code
Bald	BLD
Black	BLK
Blond - use for Blonde or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray - use for Gray or partially Gray	GRY
Green	GRN
Orange	ONG
Pink	PNK
Purple	PLE
Red - use for Red or Auburn	RED
Sandy	SDY
White	WHI
Unknown	UNK

BLOCK 18. Place of Birth (POB).

Specify the code representing the place of birth. Must be one of a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, or a country.

Specify the POB by selecting a code from Appendix B. If the POB is a US territory (e.g., US Virgin Islands), specify 'US'.

It should not be necessary, but if the POB is a U.S. location that is not listed, specify 'US' for Other US locations. It should not be necessary, but if the POB is a foreign country that is not listed, specify 'YY' for Other Non-US country.

BLOCK 19. Your No (OCA).

Record the case number assigned by the applicant agency.

Minimum length is 4 characters.

BLOCK 20. FBI No (FBI).

Record if known.

Must be the FBI Number previously assigned to this person by the FBI. Must be up to nine alphanumeric characters.

BLOCK 21. Armed Forces No. (MNU).

Record both the armed forces number type and the number.

Record multiple Armed Forces Numbers. For each, specify the code that identifies the type followed by the number (e.g., USAF Serial Nr 1234567).

Armed Forces Number Type Code:

Specify one of the following type codes:

Armed Forces Number Type	Type Code
Air Force Serial Number	USAF Serial Nr
Air National Guard or Army or National Guard Serial Number	USA Serial Nr
Marine Corps Serial Number	USMC Serial Nr
Mariner's Document or Identification Number	Mariner ID Nr
Navy Serial Number	USN Serial Nr
Selective Service Number	Draft Card Nr
U.S. Coast Guard Serial Number	USCG Serial Nr
Veterans Administration Claim Number	VA Claim Nr

Armed Forces Number:

If the type is Air Force Serial Number, the number must be all numeric. The number for all other types may include letters and hyphens.

BLOCK 22. Social Security No. (SOC).

Record the social security number.

The following SSN patterns are invalid, as the Social Security Administration does not issue numbers with these patterns:

- positions 1 through 3 (area) cannot be 000 or 666 or 900-999
- positions 4-5 (group) cannot be 00
- positions 6-9 (serial number) cannot be 0000
- cannot be 1111111

BLOCK 23. Miscellaneous No (MNU).

Record both the type of miscellaneous identification number and the number.

Record multiple Miscellaneous Numbers. For each, specify the code that identifies the type followed by the number (e.g., RCMP ID Nr 1234567).

Miscellaneous Number Type Code:

Specify one of the following type codes:

Miscellaneous Number Type	Type Code
Alien Registration Number	Alien Reg Nr
Bureau Fugitive Index Number	Bureau Fugitive
Canadian Social Insurance Number	Canada Soc Ins
Identification Order Number	Ident Order Nr
National Agency Case Number	Natl Agency Nr
Originating Agency Policy or ID Number	Orig.Agency ID
Passport Number (U.S. only)	Passport Nr
Personal Identification Number (State Issued Only)	Pers.ID State
Port Security Card Number	Port Sec Nr
RCMP Identification	RCMP ID Nr

Miscellaneous Number:

May include letters and hyphens.

2.2 Fingerprints, Unprintable Fingers and Partial Amputations

It is important that the applicant agency submit quality fingerprints with legible impressions. Submit the best set of fingerprints possible so that both MCHS AFIS and FBI NGI can accurately search the fingerprint databases. Poor quality fingerprints, or inconsistent specification of prints are the primary cause of rejections by the FBI and MCHS.

Each rolled finger block must have either a fingerprint or an amputated or bandaged code or both as follows:

- If a finger is partially amputated and a partial fingerprint impression can be captured: Capture the impression.
- If a finger is partially scarred and a fingerprint impression can be captured: Capture the impression.
- If a finger cannot be captured: Supply 'UP' in the finger block to indicate that a fingerprint impression cannot be captured (is unprintable).

In addition, all corresponding plain prints must be included:

- If a rolled thumb impression is included, the corresponding plain thumb impression must be included.
- If any of index, middle, ring, and little finger impressions are included, the corresponding plain four impressions must be included.
- The plain four impressions must include the same fingers that are included in the corresponding rolled finger impressions.

2.3 Palm Prints (For Law Enforcement APP for SOR Only - If Authorized)

Currently, palm prints are allowed only from a Law Enforcement agency for reason fingerprinted Sex Offender Reg. Palm print cards may be submitted along with a fingerprint card.

There must be one FBI Standard Palm Print card FD-884 for each hand. A sample is included in Appendix F. Include only the palm prints on FD-884; it is not necessary to include fingerprints on these cards.

Supply the Name, Date Printed, Contributor ORI and signature on the front side of the card.

Include the following for each hand:

- Full palm
- and -
- Writer's palm

Refer to the extracts from the FBI's "A Practical Guide for Palm Print Capture" in Appendix G. This describes the hand area that must be captured for each palm position and the proper orientation. The FBI has reported that the most common problem that prevents palm prints from being enrolled in the National Palm Print Database is that the distals are incomplete in a full palm impression.

Always submit two cards, one for each hand.

Both full palm positions must have either a palm print or an amputated or bandaged code or both as follows:

- If a full palm impression can be captured: Capture both the full and writer's palm impressions.
- If a palm is partially amputated and a partial palm print impression can be captured: Capture the impression and indicate the partial amputation by recording the palm position code followed by "XX Partial Amp" on the back side of the card. Capture the writer's palm impression if possible.
- If a palm is partially scarred and a palm print impression can be captured: Capture the impression.
- If a palm impression cannot be captured: Indicate this by recording the palm position code followed by "UP Unprintable" on the back side of the card.

Palm position codes are:

Palm Position	Palm Number
Right full palm	21
Left full palm	23

3.0 RAP SHEETS AND ERROR RESPONSES

3.1 Mississippi Responses

3.1.1 Transaction Reject Notice

If MCHS detects an error in the identification data or there is a problem with the fingerprints, MCHS generates a **Transaction Reject Notice**. This is sent to the cardscan operator (either at the CIC or local agency). If the error is due to a data entry error, the operator will correct the error. If the error occurred when the card was completed, the card and reject notice will be returned to the applicant agency. If you get a reject notice, either correct the data or complete a new applicant fingerprint card and return the card to the CIC.

The following is a sample of a Transaction Reject Notice, for an Applicant transaction, due to errors other than problems with fingerprints.

```

                                MISSISSIPPI CRIMINAL HISTORY SYSTEM
                                TRANSACTION REJECT NOTICE

Type of Transaction:             Applicant
Subject Name:                   SMITH, JOHN
Subject Date of Birth:          19650215
Transmitting Agency (from TCN): MS0140123 - Dept of Gaming
Station/Operator Id (Email "From"): ls140123 - Gaming LS 1
Station Id From TCN:           ls140123 - Gaming LS 1
Station Location and Type:      Local Agency Livescan
Station Vendor:                 Moore Biometrics
Transaction Control Number:     ls140123-20020901-0001
Applicant Agency:              MS0000001 - Gaming Region A
Print Agency:                   MS0140123 - Dept of Gaming
Date Transaction Created:        20020901
Received at MCHS Prescreening:  20020901 10:40
Version Number:                 0502
Equipment:                      Scanners Inc JS-920 112-346
Originating Agency Case Number: 2002-16329F
Reason Fingerprinted:           Gaming App 75-76-33

V - Vendor software or configuration errors

FIELD/VALUE                     IDC OCC  PROBLEM
Social Security #                 1      V511 Invalid field value
'111111111'
Hair Color 'Blueberry'           V701 Value not on MCHS edit table
                                 Hair Color

Further information about messages listed above is found in the MCHS
Tenprint Transaction Reject Notice and Warning Notice Error Messages
document.
```

More information regarding the Transaction Reject Notice, along with a description of each error message is described in the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. This document is available on the DPS website.

The following is a sample of a Transaction Reject Notice due to problems with fingerprints (rejected by AFIS).

MISSISSIPPI CRIMINAL HISTORY SYSTEM
TRANSACTION REJECT NOTICE

Type of Transaction: Arrest
Subject Name: POTTER, HARRY
Subject Date of Birth: 19900315
Transmitting Agency (from TCN): MS0000000 - SMALLVILLE SO
Station/Operator Id (Email "From"): ls990001 - SMALLVILLE SO LIVESCAN 1
Station Id From TCN: ls990001 - SMALLVILLE SO LIVESCAN 1
Station Location and Type: Local Agency Livescan
Station Vendor: Concord Inc
Transaction Control Number: ls990001-20140901-1234
Arrest Agency: MS0990000 - SMALLVILLE PD
Print Agency: MS0000000 - SMALLVILLE SO
Date Transaction Created: 20140901
Arrest Tracking Number: 9010000009
Highest Severity: Felony
Archive ID: 9999999
Transaction Entered Workflow: 20140901 14:14
Transaction Completed Workflow: 20140901 14:45

Your transaction was canceled with the message '<afis error message>'.
Please retake the fingerprints and resubmit the transaction.

3.1.2 Transaction Warning Notice (for Palm Prints Only)

If a transaction contains palm prints and errors are detected, MCHS generates a **Transaction Warning Notice**. A Transaction Warning Notice is similar to the Transaction Reject Notice but the title on the notice is "TRANSACTION WARNING NOTICE".

If there are no errors in the applicant data, the transaction will be accepted by MCHS even if a Warning Notice is generated. In this case, it is not possible to correct the errors in the palm print data.

If there are errors in the applicant data and errors related to palm prints correct all errors and resend both the fingerprint and the palm print cards.

Each warning message is described in the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. This document is available on the DPS website.

3.1.3 Mississippi Rap Sheet

When an applicant card is successfully processed, MCHS generates an in-state **Mississippi Rap Sheet**. This is sent to the cardscan operator (either at the CIC or a local agency). The applicant agency may elect to have rap sheets sent to them as well.

3.2 FBI Responses

3.2.1 FBI Error Response

Occasionally the FBI detects an error in the identification data or has a problem with the fingerprints. In this case, the FBI generates an **FBI Response** that describes the **Error**. If the applicant agency has elected to receive rap sheets, it will also receive FBI error responses.

If the card is for a civil agency:

- If the error is about fingerprints, the APP transaction can be resubmitted. If the transaction is from a civil agency, recapture the fingerprints and resend the card. Specify the TCN from the SRE of the rejected transaction so it is handled as a No-Charge Resubmit.
- If the error is not about fingerprints, contact the CIC because the error may be something that they can correct and then resend the transaction to the FBI.

If the card is for one of the Law Enforcement agency reasons fingerprinted:

- If the error is about fingerprints, recapture the fingerprints and resend the card.
- If the error is not about fingerprints, contact the CIC because the error may be something that they can correct and then resend the transaction to the FBI.

3.2.2 FBI Rap Sheet

MCHS electronically forwards all applicants to the FBI. When an applicant card is successfully processed, the FBI generates an **FBI Response** that contains an **FBI Rap Sheet**. This is sent to the cardscan operator. If the applicant agency has elected to have Mississippi rap sheets sent directly to them, FBI Rap Sheets will also be sent directly to them. The FBI Rap Sheet may include rap sheets from one or more individual states.

If palm prints cards were included but the FBI does not accept the palm prints, this will not impact the FBI's processing of the tenprint transaction. If the FBI does not accept the palm prints, the reason is indicated in the error message next to the "Message" label just above the "Electronic Rap Sheet" heading.

4.0 COMMON APPLICANT CARD ERRORS

The following are common reasons that applicant cards are rejected and returned to the applicant agency.

1. Reason Fingerprinted: Use only the reason or reasons fingerprinted that relate to the function(s) of the agency's organization. This reason must be authorized by the CIC.
2. Problems with the fingerprints. The most common errors include:
 - Overall poor fingerprint quality including prints that are too dark or too light
 - Fingers out of sequence
 - The same finger printed twice
 - Fingers not fully rolled

5.0 RESUBMITTING REJECTED CARDS

If you get a Transaction Reject Notice, refer to Section 3.1.1 Transaction Reject Notice.

If you get an FBI Error Response, refer to Section 3.2.1 FBI Error Response.

APPENDIX A.1 RESERVED

APPENDIX A.2 APPLICANT CARD SAMPLE

A sample of the Applicant Fingerprint Card is shown below.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED ②		ALIASES <u>AKA</u> ⑧		LAST NAME <u>NAM</u> ①		FIRST NAME		MIDDLE NAME	
RESIDENCE OF PERSON FINGERPRINTED ③		CITIZENSHIP <u>CTZ</u> ⑪		OR ⑨		MSNHPO000 DPS-HWY PATROL JACKSON, MS		DATE OF BIRTH <u>DOB</u> Month Day Year ⑩	
DATE ④	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS ⑤	YOUR NO. <u>OCA</u> ⑲		SEX ⑫	RACE ⑬	HGT. ⑭	WGT. ⑮	EYES ⑯	HAIR ⑰
EMPLOYER AND ADDRESS ⑥		FBI NO. <u>FBI</u> ⑳		LEAVE BLANK					
REASON FINGERPRINTED ⑦		ARMED FORCES NO. <u>MNU</u> ㉑		CLASS _____					
		SOCIAL SECURITY NO. <u>SOC</u> ㉒		REF. _____					
		MISCELLANEOUS NO. <u>MNU</u> ㉓							
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

APPENDIX B PLACE OF BIRTH CODES

The following codes are used by MCHS as of the date of this manual.

- If the POB is in the United States, specify the state, 'DC' for District of Columbia, 'PR' for Puerto Rico, or 'US' for any US territory (e.g., US Virgin Islands).
- If the POB is in Canada, specify the Canadian province.
- If the POB is a foreign country other than Canada, specify the country or possession/territory if it is in this list.
- If the POB is a foreign country but is not in this list, specify 'YY' for Other Non US.
- If the POB is unknown, specify 'XX' for Unknown.

Place of Birth	Code
Afghanistan	AF
Alabama	AL
Alaska	AK
Albania	AA
Alberta, Canada	AB
Algeria	AN
Andorra	AD
Angola	AO
Antigua and Barbuda (formerly Antigua)	AI
Argentina	AT
Arizona	AZ
Arkansas	AR
Armenia (formerly part of Soviet Union)	AP
Aruba (formerly part of Netherlands Antilles)	AJ
Australia	AS
Austria	AU
Azerbaijan (formerly part of Soviet Union)	AV
Bahamas, The	BD
Bahrain	BE
Bangladesh	BL
Barbados	BB
Belarus (formerly part of Soviet Union)	BY
Belgium	BG
Belize (formerly British Honduras)	BH
Benin (formerly Dahomey)	DH
Bermuda (possession of United Kingdom)	BM
Bhutan	BN
Bolivia	BV
Bosnia-Herzegovina (formerly part of Yugoslavia)	BP
Botswana	BT
Brazil	BZ
British Columbia, Canada	BC
British Virgin Islands (possession of United Kingdom)	VB
Brunei	BX
Bulgaria	BU
Burkina Faso (formerly Upper Volta)	UV
Burma	BR
Burundi	BI
California	CA
Cambodia (formerly Kampuchea)	CJ
Cameroon	CM

Place of Birth	Code
Canary Islands	ZI
Cape Verde Islands	CV
Caroline Islands	CG
Cayman Islands (possession of United Kingdom)	CP
Central African Republic	CW
Chad	CF
Chile	CQ
China, Peoples Republic of	RC
Colombia	CB
Colorado	CO
Comoros, Federal Republic of the	DG
Congo, Democratic Republic of (formerly Zaire)	ZR
Congo, Republic of the (Brazzaville)	RB
Connecticut	CT
Costa Rica	CR
Croatia (formerly part of Yugoslavia)	KC
Cuba	CC
Cyprus	CS
Czech Republic (formerly part of Czechoslovakia)	EZ
Delaware	DE
Denmark	DK
District of Columbia	DC
Djibouti	DN
Dominica	DM
Dominican Republic	DR
Ecuador	EU
Egypt	EY
El Salvador	EL
England	EN
Equatorial Guinea	EK
Eretria	ET
Estonia (formerly part of Soviet Union)	ES
Ethiopia	EO
Faroe Islands	FO
Fiji Islands	FJ
Finland	FD
Florida	FL
France	FN
French Guiana (possession of France)	FG
French Polynesia	FP
Gabon	GB
Gambia	GK
Gaza	GZ
Georgia	GA
Georgia/Gruzinskaya (formerly part of Sov. Union)	GD
Germany (formerly East and West Germany)	GE
Ghana	GG
Gibraltar (possession of United Kingdom)	RG
Greece	GC
Greenland	GN
Grenada	GJ
Guadeloupe (possession of France)	GP
Guatemala	GT
Guernsey (possession of United Kingdom)	GF

Place of Birth	Code
Guinea	GI
Guinea-Bissau (formerly Portuguese Guinea)	PG
Guyana (includes French Guiana)	GY
Haiti	HT
Hawaii	HI
Honduras	HD
Hong Kong	HK
Hungary	HU
Iceland	IC
Idaho	ID
Illinois	IL
India	II
Indiana	IN
Indonesia	IO
Iowa	IA
Iran	IR
Iraq	IQ
Ireland (does not include Northern Ireland)	IE
Israel	IS
Italy	IT
Ivory Coast (Cote d'Ivoire)	IY
Jamaica	JM
Japan	JA
Jersey (possession of United Kingdom)	JE
Jordan	JO
Kansas	KS
Kazakhstan (formerly part of Soviet Union)	KT
Kentucky	KY
Kenya	KE
Kiribati (formerly Gilbert Islands)	KB
Korea, North	KN
Korea, South	KO
Kosovo (formerly part of Serbia)	KV
Kuwait	KU
Kyrgyzstan (formerly part of Soviet Union)	KZ
Laos	LS
Latvia (formerly part of Soviet Union)	LT
Lebanon	LN
Lesotho	LE
Liberia	LB
Libya	LY
Liechtenstein	LI
Lithuania (formerly part of Soviet Union)	LH
Louisiana	LA
Luxembourg	LX
Macau (Macao)	OC
Macedonia	ZD
Madagascar (Malagasy Republic)	MP
Madeira Islands (possession of Portugal)	IM
Maine	ME
Malawi	MF
Malaysia	MZ
Maldives	MV
Mali	ML

Place of Birth	Code
Malta	MY
Man, Isle of (possession of United Kingdom)	IB
Manitoba, Canada	MB
Marshall Islands	MH
Martinique	ZB
Maryland	MD
Massachusetts	MA
Mauritania	MU
Mauritius	UM
Mexico	MM
Michigan	MI
Micronesia, Federated States of	FS
Minnesota	MN
Mississippi	MS
Missouri	MO
Moldova (formerly part of Soviet Union)	LD
Monaco	MJ
Mongolia	MG
Montana	MT
Montenegro (formerly part of Yugoslavia)	XB
Morocco	MQ
Mozambique	ZO
Namibia (formerly South-West Africa)	SJ
Nebraska	NB
Nepal	NP
Netherlands (Holland)	NE
Netherlands Antilles (includes Bonaire, Curacao)	NX
Nevada	NV
New Brunswick, Canada	NK
New Caledonia (possession of France)	NQ
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
New Zealand	NZ
Newfoundland, Canada (and Labrador)	NF
Nicaragua	NU
Niger	NN
Nigeria	NG
North Carolina	NC
North Dakota	ND
Northern Ireland (part of United Kingdom)	NI
Northwest Territories, Canada	NT
Norway	NW
Nova Scotia, Canada	NS
Ohio	OH
Oklahoma	OK
Oman	OM
Ontario, Canada	ON
Oregon	OR
Pakistan	PK
Palau, Republic of	PD
Panama	PM
Papua New Guinea (formerly New Guinea)	NO

Place of Birth	Code
Paraguay	PV
Pennsylvania	PA
Peru	PU
Philippines	PI
Poland	PO
Portugal	PT
Prince Edward Island, Canada	PE
Puerto Rico	PR
Qatar	QA
Quebec, Canada	PQ
Reunion (possession of France)	RE
Rhode Island	RI
Romania (same as Rumania/Roumania)	RU
Russia (Russian Federation) (formerly part of Soviet Union)	RA
Rwanda	RW
Saint Kitts and Nevis	TS
Saint Lucia	LU
Saint Vincent and the Grenadines	VV
San Marino	SH
Sao Tome and Principe	TP
Saskatchewan, Canada	SN
Saudi Arabia	SB
Scotland	SS
Senegal	SG
Serbia and Montenegro (formerly part of Yugoslavia)	XA
Seychelles	SE
Sierra Leone	SA
Singapore	SR
Slovakia (formerly part of Czechoslovakia)	LF
Slovenia (formerly part of Yugoslavia)	LO
Solomon Islands (formerly British Solomon Is.)	BS
Somalia	SM
South Africa	SF
South Carolina	SC
South Dakota	SD
Spain	SP
Sri Lanka (formerly Ceylon)	CY
Sudan	SU
Suriname	ZC
Swaziland	SW
Sweden	SQ
Switzerland	SZ
Syria	SY
Taiwan, Republic of China	TW
Tajikistan (formerly part of Soviet Union)	TJ
Tanzania	TZ
Tennessee	TN
Texas	TX
Thailand	TH
Togo	TO
Tonga	TG
Trinidad and Tobago	TT
Tunisia	TU
Turkey	TY

Place of Birth	Code
Turkmenistan (formerly part of the Soviet Union)	UR
Turks and Caicos Islands	TR
Uganda	UG
Ukraine (formerly part of Soviet Union)	UK
United Arab Emirates (formerly Trucial States)	TC
Uruguay	UY
Utah	UT
Uzbekistan	UZ
Vanuata (formerly New Hebrides)	HN
Vatican City	VY
Venezuela	VZ
Vermont	VT
Vietnam, Soviet Republic of	RV
Virginia	VA
Wales	WL
Washington	WA
West Bank	WB
West Indies	WN
West Virginia	WV
Western Sahara (formerly Spanish Sahara)	RS
Western Samoa	WS
Wisconsin	WI
Wyoming	WY
Yemen, Democratic Republic of	ST
Yukon Territory, Canada	YT
Zambia	ZM
Zimbabwe (formerly Rhodesia)	RH
Other US (e.g., territories)	US
Other Canadian (any Canadian territory not included in list)	CD
Other United Kingdom (any UK possession not included in list)	UN
Other Non US (any foreign country not included in list)	YY
Unknown	XX

APPENDIX C COUNTRY OF CITIZENSHIP CODES

The following codes are used by MCHS as of as of the date of this manual.

- If the country of citizenship is the United States, specify 'US' for United States of America.
- If the country of citizenship is a foreign country, specify the country. (Note that some locations that are valid as a place of birth are not a country of citizenship. For example, Ontario is a place of birth but the corresponding country of citizenship is Canada; Guadeloupe is a place of birth but the corresponding country of citizenship is France.)
- If the country of citizenship is a foreign country but is not in this list, specify 'YY' for Other Non US.
- If the country of citizenship is unknown, specify 'XX' for Unknown.

Country of Citizenship	Code
Afghanistan	AF
Albania	AA
Algeria	AN
Andorra	AD
Angola	AO
Antigua and Barbuda (formerly Antigua)	AI
Argentina	AT
Armenia (formerly part of Soviet Union)	AP
Aruba (formerly part of Netherlands Antilles)	AJ
Australia	AS
Austria	AU
Azerbaijan (formerly part of Soviet Union)	AV
Bahamas, The	BD
Bahrain	BE
Bangladesh	BL
Barbados	BB
Belarus (formerly part of Soviet Union)	BY
Belgium	BG
Belize (formerly British Honduras)	BH
Benin (formerly Dahomey)	DH
Bhutan	BN
Bolivia	BV
Bosnia-Herzegovina (formerly part of Yugoslavia)	BP
Botswana	BT
Brazil	BZ
Brunei	BX
Bulgaria	BU
Burkina Faso (formerly Upper Volta)	UV
Burma	BR
Burundi	BI
Cambodia (formerly Kampuchea)	CJ
Cameroon	CM
Canada	CD
Canary Islands	ZI
Cape Verde Islands	CV
Central African Republic	CW
Chad	CF
Chile	CQ
China, Peoples Republic of	RC
Colombia	CB
Comoros, Federal Republic of the	DG

Country of Citizenship	Code
Congo, Democratic Republic of (formerly Zaire)	ZR
Congo, Republic of the (Brazzaville)	RB
Costa Rica	CR
Croatia (formerly part of Yugoslavia)	KC
Cuba	CC
Cyprus	CS
Czech Republic (formerly part of Czechoslovakia)	EZ
Denmark	DK
Djibouti	DN
Dominica	DM
Dominican Republic	DR
Ecuador	EU
Egypt	EY
El Salvador	EL
England	EN
Equatorial Guinea	EK
Eretria	ET
Estonia (formerly part of Soviet Union)	ES
Ethiopia	EO
Faroe Islands	FO
Fiji Islands	FJ
Finland	FD
France	FN
French Polynesia	FP
Gabon	GB
Gambia	GK
Gaza	GZ
Georgia/Gruzinskaya (formerly part of Sov. Union)	GD
Germany (formerly East and West Germany)	GE
Ghana	GG
Greece	GC
Greenland	GN
Grenada	GJ
Guatemala	GT
Guinea	GI
Guinea-Bissau (formerly Portuguese Guinea)	PG
Guyana (includes French Guiana)	GY
Haiti	HT
Honduras	HD
Hong Kong	HK
Hungary	HU
Iceland	IC
India	II
Indonesia	IO
Iran	IR
Iraq	IQ
Ireland (does not include Northern Ireland)	IE
Israel	IS
Italy	IT
Ivory Coast (Cote d'Ivoire)	IY
Jamaica	JM
Japan	JA
Jordan	JO
Kazakhstan (formerly part of Soviet Union)	KT

Country of Citizenship	Code
Kenya	KE
Kiribati (formerly Gilbert Islands)	KB
Korea, North	KN
Korea, South	KO
Kosovo (formerly part of Serbia)	KV
Kuwait	KU
Kyrgyzstan (formerly part of Soviet Union)	KZ
Laos	LS
Latvia (formerly part of Soviet Union)	LT
Lebanon	LN
Lesotho	LE
Liberia	LB
Libya	LY
Liechtenstein	LI
Lithuania (formerly part of Soviet Union)	LH
Luxembourg	LX
Macau (Macao)	OC
Macedonia	ZD
Madagascar (Malagasy Republic)	MP
Malawi	MF
Malaysia	MZ
Maldives	MV
Mali	ML
Malta	MY
Martinique	ZB
Mauritania	MU
Mauritius	UM
Mexico	MM
Micronesia, Federated States of	FS
Moldova (formerly part of Soviet Union)	LD
Monaco	MJ
Mongolia	MG
Montenegro (formerly part of Yugoslavia)	XB
Morocco	MQ
Mozambique	ZO
Namibia (formerly South-West Africa)	SJ
Nepal	NP
Netherlands (Holland)	NE
Netherlands Antilles (includes Bonaire, Curacao)	NX
New Zealand	NZ
Nicaragua	NU
Niger	NN
Nigeria	NG
Norway	NW
Oman	OM
Pakistan	PK
Palau, Republic of	PD
Panama	PM
Papua New Guinea (formerly New Guinea)	NO
Paraguay	PV
Peru	PU
Philippines	PI
Poland	PO
Portugal	PT

Country of Citizenship	Code
Qatar	QA
Romania (same as Rumania/Roumania)	RU
Russia (formerly part of Soviet Union)	RA
Rwanda	RW
Saint Kitts and Nevis	TS
Saint Lucia	LU
Saint Vincent and the Grenadines	VV
San Marino	SH
Sao Tome and Principe	TP
Saudi Arabia	SB
Scotland	SS
Senegal	SG
Serbia (formerly part of Yugoslavia)	XA
Seychelles	SE
Sierra Leone	SA
Singapore	SR
Slovakia (formerly part of Czechoslovakia)	LF
Slovenia (formerly part of Yugoslavia)	LO
Solomon Islands (formerly British Solomon Is.)	BS
Somalia	SM
South Africa	SF
Spain	SP
Sri Lanka (formerly Ceylon)	CY
Sudan	SU
Suriname	ZC
Swaziland	SW
Sweden	SQ
Switzerland	SZ
Syria	SY
Taiwan, Republic of China	TW
Tajikistan (formerly part of Soviet Union)	TJ
Tanzania	TZ
Thailand	TH
Togo	TO
Tonga	TG
Trinidad and Tobago	TT
Tunisia	TU
Turkey	TY
Turkmenistan (formerly part of the Soviet Union)	UR
Turks and Caicos Islands	TR
Uganda	UG
Ukraine (formerly part of Soviet Union)	UK
United Arab Emirates (formerly Trucial States)	TC
United Kingdom	UN
United States	US
Uruguay	UY
Uzbekistan	UZ
Vanuata (formerly New Hebrides)	HN
Venezuela	VZ
Vietnam, Soviet Republic of	RV
Wales	WL
West Bank	WB
West Indies	WN
Western Sahara (formerly Spanish Sahara)	RS

Country of Citizenship	Code
Western Samoa	WS
Yemen, Democratic Republic of	ST
Zambia	ZM
Zimbabwe (formerly Rhodesia)	RH
Other Non US (any foreign country not included in list)	YY
Unknown	XX

APPENDIX D RESERVED

Reserved.

APPENDIX E RESERVED

Reserved.

APPENDIX F PALM PRINT CARD SAMPLE

FBI Standard Palm Print Card FD-884

IDENTIFICATION NO.	LAST NAME	FIRST NAME	MIDDLE NAME	SSN NUMBER	FBI NUMBER
DATE PRINTED	SIGNATURE OF OFFICIAL TAKING PRINTS	ID NUMBER	CONTRIBUTOR (OH)		
WRITER'S PALM IMPRESSION		INDEX FINGER			
L			R		

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
1000 CUSTER HOLLOW ROAD, CLARKSBURG, WEST VIRGINIA 26308

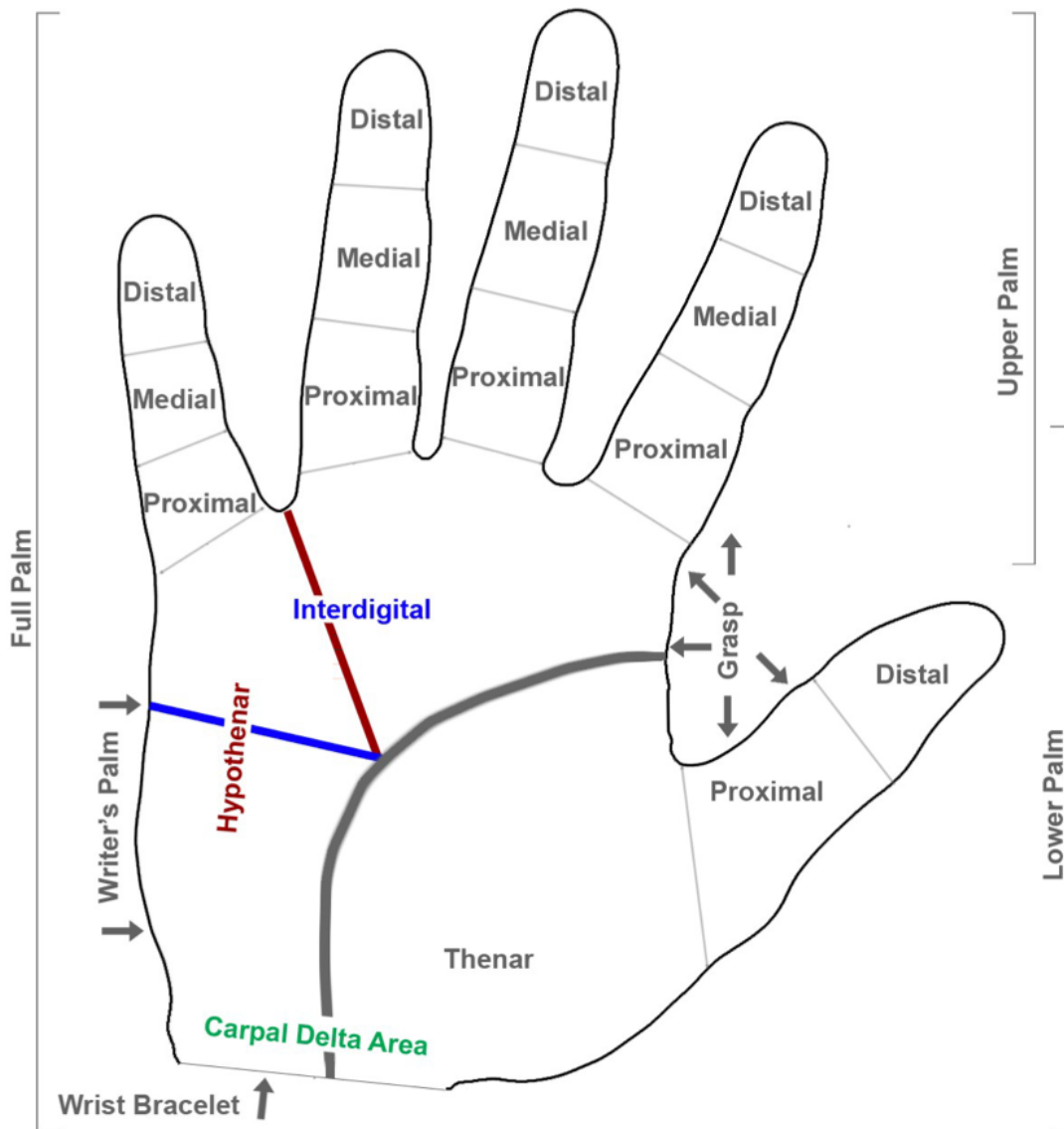
THUMB	INDEX	MIDDLE	RING	LITTLE

APPENDIX G EXTRACTS FROM FBI'S "A PRACTICAL GUIDE FOR PALM PRINT CAPTURE"

Parts of the Palm

The entire area of the full palm (See Figure 1) is defined as that area extending from the top of the *wrist bracelet* to the tips of the fingers and can be represented as one or two scanned images. If two images are used to represent the full palm, the lower image shall extend from the top of the *wrist bracelet* to the top of the *interdigital* area (*proximal* finger joint) and shall include the *thenar* and *hypothenar* areas of the palm. The upper image shall extend from the bottom of the *interdigital* area to the upper tips of the fingers. This provides an adequate amount of overlap between the two images to facilitate subject verification. By matching the ridge structure and details contained in the common *interdigital* area, an examiner can confidently state that both images came from the same palm. The inclusion of the finger impressions, particularly the distal segments, allows the palm print to be verified against a tenprint record for confirmation of identity.

Figure 1 - Finger and Palm Segment Positions



Full Palm Capture - 4 Image Capture



APPENDIX H RESERVED