

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



***State Arrest Fingerprint Card  
Instruction Manual***

**Version 2.0 R05**

**updated**

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## ***CHANGE LOG***

<b><i>Date</i></b>	<b><i>Version</i></b>	<b><i>Change</i></b>
May 7, 2010	2.0	Replaces manual dated September 2000.
June 14, 2010	2.0 R01	Formatting changes and text clarifications.
November 30, 2010	2.0 R02	Formatting changes and text clarifications.
December 31, 2010	2.0 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, Country of Citizenship, and Driver's License Place of Issuance Codes. Addition of palm prints. Addition of Warning Notice. Reference to the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. Revised use of codes to indicated partial amputations and fully unprintable fingers.
November 12, 2014	1.0 R05	Revise valid values for SSN. Added special process for Juvenile as Adult under age 14. Updated Section 2.5 Palm Prints and added Appendix G. Updated POB and Country of Citizenship tables in Appendices B and C based on updated FBI tables.

## **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.

The process begins when a person is arrested and booked. The fingerprint card, and optionally palm print cards, are forwarded to the Criminal Information Center (CIC). The arrested person's fingerprints will establish positive identification that will link the arrest to previous criminal history information. The Arrest Tracking Number (ATN), which is located in the upper right hand corner of the fingerprint card/disposition form, is the means by which disposition information and arrest information are linked.

**If you have any questions regarding the completion of this form, please call the Criminal Information Center at 800-594-3997 or 601-933-2600.**

Periodically, this document is updated. In the future, as required, updated versions of this document will be posted on the DPS public web site'.

## **2.0 RECORDING ARREST INFORMATION AND FINGERPRINTS**

Upon the arrest of a person, the arrest/booking agency shall complete the Mississippi Criminal History arrest fingerprint card/disposition form. This includes the identification information on the top sheet of the two-part card, the fingerprints on the front of the attached card, and the arrest information on the back of the attached card. The instructions for filling out the identification and arrest information are provided on the following pages. Please refer to a sample of the arrest fingerprint card in Appendix A.

After recording all pertinent information, detach the fingerprint card and mail it to:

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

Deliver the WHITE top sheet to the office of the DA that will handle the case.

If an error is made in the process of fingerprinting a person, discard the entire form. Do not reuse the arrest tracking number that is on the discarded form.

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 White Top Sheet - Identification Information**

#### **BLOCK 1. Last Name, First Name, Middle Name, Suffix.**

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 7 (Aliases, Maiden).

#### **BLOCK 2. Social Security Number.**

Record multiple social security numbers if more than one is associated with the arrested person.

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 111111

**BLOCK 3. Driver's License Number.**

Record both the place of issuance and the license number.

Record multiple Driver's License Numbers if more than one is associated with the arrested person. For each, specify the place of issuance followed by the license number (e.g., MS 123456).

**Place of Issuance:**

Must be one of the following: a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, the country of Mexico, or a code indicating any other country.

Specify the place of issuance by selecting a code from Appendix D. If the place of issuance is a US territory (e.g., US Virgin Islands), specify 'US'. If the place of issuance is a country other than Canada, or Mexico, specify 'YY' to indicate Other Non-US location.

**License Number:**

May contain hyphens.

**BLOCK 4. Signature of Person Fingerprinted.**

Obtain the signature of the arrested person.

Also record the current date in this block in MM DD YYYY format.

**BLOCK 5. Agency Case Number.**

Record the case number assigned by the arrest or booking agency.

Minimum length is 4 characters.

**BLOCK 6. SID Number.**

Record if known.

Must be the SID Number previously assigned to this person by MCHS. Must be ten characters beginning with 'MS' followed by seven digits and ending with either a digit or the letter 'X'.

**BLOCK 7. Aliases, Maiden.**

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 8. Arrest Type.**

Specify the type by checking the appropriate box for 'Adult' or 'Juvenile Treat as Adult'.

An Adult is a person who is 18 years of age or older on the Date of Offense. A Juvenile is less than 18 years of age on the Date of Offense and to be treated as an adult must be at least 14 years of age on the Date of Offense.

Arrest Type, Date of Birth (Block 12), and each Date of Offense (Blocks 128, 133, 138, 143) must be consistent.

Occasionally, a person who is only 13 years of age on the Date of Offense is arrested as a Juvenile as Adult with the intention of adding the person to the MCHS criminal history database and at the FBI. Contact the CIC to arrange for special processing.

**BLOCK 9. Arresting agency ORI, Name, Address.**

Record the ORI, the name, and the address of the agency that arrested the person.

Must be the agency ORI previously assigned by the CIC.

**BLOCK 10. FBI Number.**

Record if known.

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

**BLOCK 11. Date of Arrest (MM DD YYYY).**

Record the date in the format indicated (e.g., 06 08 2009).

Must be the same as or prior to the current date. Must be the same as or later than each Date of Offense (Blocks 128, 133, 138, 143, etc.).

**BLOCK 12. Date of Birth (MM DD YYYY).**

Record multiple dates of birth if more than one is associated with the arrested person.

Record the date in the format indicated (e.g., 02 05 1980).

Date of Birth must be consistent with the criteria specified in Arrest Type (Block 8).

**BLOCK 13. Sex.**

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

<b>Sex Code</b>	<b>Abbreviated Code</b>
Male	M
Female	F

**BLOCK 14. Race.**

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

<b>Race Code</b>	<b>Abbreviated Code</b>	<b>Description</b>
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 15. Height.**

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 16. Weight.**

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 17. Eyes.**

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

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

**BLOCK 18. Hair.**

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

<b>Hair Color Code</b>	<b>Abbreviated Code</b>
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 19. Scars, Marks, Tattoos, and Amputations (include Tattoo description).****(1) Scars, Marks, and Tattoos.**

Record the type/location of the SMT and a description of it. Record any of the following categories of SMTs in this block: Aids, Artificial, Deaf, Deformities, Medical Condition, Missing, Moles, Other Characteristics, Removed Tattoos, Scars, Skin Discolorations, Tattoos.

Record multiple SMTs. For each, specify the type/location followed by the description (e.g., TAT L ARM Large Red Rose).

Always specify the SMT code. For tattoos, always provide the description of the tattoo. Optionally provide descriptions for any other SMT categories.

If a person has numerous SMTs, choose the most prominent ones and be specific about the location and description of each. That is, do not provide a general explanation that the person has multiple tattoos. If additional space is needed, use Block 144.

**SMT Code:**

Specify the type/location of SMT by selecting a code from Appendix E.

**Description:**

Include a narrative description of the SMT. Limit the description to 20 characters. Abbreviate as necessary.

**(2) Finger Amputations and Otherwise Unprintable Fingers.**

See section 2.5 for instructions regarding how to record partial amputations, full amputations, and otherwise unprintable fingers.

**BLOCK 20. Miscellaneous Numbers.**

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., USAF Serial Nr 1234567).

**Miscellaneous Number Type Code:**

Specify one of the following type codes:

<b>Miscellaneous Number Type</b>	<b>Type Code</b>
Air Force Serial Number	USAF Serial Nr
Air National Guard or Army or National Guard Serial Number	USA Serial Nr
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
Marine Corps Serial Number	USMC Serial Nr
Mariner's Document or Identification Number	Mariner ID Nr
National Agency Case Number	Natl Agency Nr
Navy Serial Number	USN Serial 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
Selective Service Number	Draft Card Nr
U.S. Coast Guard Serial Number	USCG Serial Nr
Veterans Administration Claim Number	VA Claim Nr

**Miscellaneous 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 21. Residence (complete address).**

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

**BLOCKS 22-29. Arrest Offense Information Summary.**

These blocks contain the same State Statute and Counts that are entered on the back of the card in Blocks 124-143. The summary of arrest offenses in these blocks is passed on to the DA's office and court system when the top sheet is forwarded to them.

If there are more than four arrest offenses, select the most serious offenses to include here.

**BLOCKS 22, 24, 26, 28. State Statute.**

Specify the statute citation that refers to the Mississippi arrest offense (e.g. 97-3-107).

Refer to the instructions for Block 124.

**BLOCKS 23, 25, 27, 29. Counts.**

Record the number of counts of this offense.

**BLOCK 30. Comments.**

Record any additional information that may be helpful to the DA's office or the courts.

## 2.2 Front of the Card - Fingerprints

It is important that the arrest agency submit quality fingerprints with legible impressions. Submit the best set of fingerprints possible so that both MCHS AFIS and FBI IAFIS 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 position must have either a fingerprint or an amputated or bandaged code or both as follows:

- If a full fingerprint impression can be captured: Capture the impression but do not include any information in Block 19.
- If a finger is partially amputated and a partial fingerprint impression can be captured: Capture the impression and supply information in Block 19. Set the code to 'XX' to indicate a partial amputation. Do not include 'XX' in the finger block.
- If a finger is partially scarred and a fingerprint impression can be captured: Capture the impression but do not include any information in Block 19.
- If a finger cannot be captured: Supply information in Block 19. Set the code to 'UP' to indicate that a fingerprint impression cannot be captured (is unprintable). In addition, supply 'UP' in the finger block. Do not write anything other than 'UP' in the block.

Block 19 must include the finger position:

<b>Finger Position</b>	<b>Finger Number</b>
Right thumb	1
Right index finger	2
Right middle finger	3
Right ring finger	4
Right little finger	5
Left thumb	6
Left index finger	7
Left middle finger	8
Left ring finger	9
Left little finger	10

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 impression must be included.
- The plain four impression must include the same fingers that are included in the corresponding rolled finger impressions.

## 2.3 Back of Card - Identification Information and Arrest Information

### BLOCK 115. State use only.

Do not enter anything in this block.

### BLOCK 116. Booked by (ORI, Agency Name).

Specify the ORI and name of the agency that is booking the arrested person. The agency that takes the fingerprints and completes the arrest card.

This ORI/Agency name is generally the same as the arresting agency in Block 9. Even if they are the same, the ORI/Agency must also be recorded here. The ORI/Agency names will not be the same if an arresting agency brings the arrested person to another agency for booking.

Must be the agency ORI previously assigned by the CIC.

### BLOCK 117. Official Taking Fingerprints (Name and Number).

Record the name and badge number of the state official who is taking the arrested person's fingerprints. Also record the current date.

### BLOCK 118. Place of Birth (State or Country).

Specify the code representing the place of birth of the arrested person. Must be one of the following: 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 119. Country of Citizenship.

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 120. Employer and Occupation.

Record the occupation and employer information of the arrested person.

Record in the order: occupation; employer's name; employer's 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 occupation of the official specified in Block 117.

### BLOCK 121. Photo Taken? Y/N.

Indicate whether or not a photo was taken. Specify Y or N.

**BLOCK 122. Palmprints Taken? Y/N.**

Indicate whether or not palm prints were taken. Specify Y or N.

**BLOCK 123. DNA Sample Taken? Y/N.**

Indicate whether or not a DNA sample was taken. Specify Y or N.

**BLOCKS 124-143. Arrest Offense Information.**

For each arrest offense, record the following information.

Up to four arrest offenses can be recorded on the card. See section 2.4 for instructions on how to record additional arrest offenses.

**BLOCKS 124, 129, 134, 139. State Statute.**

Specify the statute citation that refers to the Mississippi arrest offense (e.g. 97-3-107).

An updated list of valid statute citations is periodically posted on the DPS public web site.

If you believe that a statute citation is missing in this list, contact the CIC.

**BLOCKS 125, 130, 135, 140. Charge Description.**

Record the description of the arrest charge (e.g. the description of state statute 97-3-107 is Stalking).

**BLOCKS 126, 131, 136, 141. Severity.**

Specify the severity of the statute citation.

Specify one of the following: Felony, Misdemeanor, Unknown, Violation.

Use 'Unknown' for statutes where the DA will determine whether the severity will be Felony or Misdemeanor.

**BLOCKS 127, 132, 137, 142. Counts.**

Record the number of counts of this offense.

**BLOCKS 128, 133, 138, 143. Date of Offense (MM DD YYYY).**

Record date in the format indicated (e.g., 02 05 1980).

Each Date of Offense must be consistent with the criteria specified in Arrest Type (Block 8).

Each Date of Offense must be prior to or the same as the Date of Arrest (Block 11).

**BLOCK 144. Additional Information/Basis for Caution.**

Record any additional information that may be helpful on the arrested person's rap sheet.

## **2.4 How to Record Additional Arrest Offenses**

Record all arrest offenses so that they become part of the arrested person's criminal history record. If there are more than four arrest offenses, photocopy the back of a card, label it SUPPLEMENT, record the ATN, and complete Blocks 124 through 143. Do NOT use a separate card. Staple the supplemental photocopies to the original card.

## 2.5 Palm Prints (Optional)

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:

<b>Palm Position</b>	<b>Palm Number</b>
Right full palm	21
Left full palm	23

### 3.0 RAP SHEETS AND ERROR RESPONSES

#### 3.1 Mississippi Responses

##### 3.1.1 Mississippi Rap Sheet

When an arrest card is successfully processed, MCHS generates an in-state **Mississippi Rap Sheet**. This is sent to the card scan operator at the CIC. The arrest agency may elect to receive Mississippi rap sheets as well.

##### 3.1.2 Transaction Reject Notice

If MCHS detects an error in the identification/arrest data or there is a problem with the fingerprints, MCHS generates a **Transaction Reject Notice**. This is sent to the card scan operator at the CIC. 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 arrest agency. Either correct the data or complete a new state arrest fingerprint card, as appropriate, and return the card to the Mississippi Department of Public Safety. The following is a sample of a Transaction Reject Notice.

MISSISSIPPI CRIMINAL HISTORY SYSTEM TRANSACTION REJECT NOTICE			
Type of Transaction:	Arrest		
Subject Name:	DOE, JOHN		
Subject Date of Birth:	20011010		
Transmitting Agency:	MS0000000		
	MCHS Admin Agency		
Station/Operator:	cc12		
	Admin Agency Station 12		
Station Location and Type:	CIC Card Scan		
Transaction Control Number:	cc12-20020329-7777		
Arrest Agency:	MS0000001		
	Local Police Dept		
Print Agency:	MS0000123		
	SMALLVILLE SO		
Date Transaction Created:	20020329		
Received at MCHS Prescreening:	20020329 10:40		
Version Number:	0502		
Equipment:	Card Scan Maker, Model X-360, Serial No. 100-101		
Originating Agency Case Number:	2003-00000F		
Arrest Tracking Number:	880000000		
Highest Severity:	Felony		
FIELD/VALUE	IDC	OCC	UNCORRECTABLE PROBLEM
Date of Birth '20011010'	1	1	U506 Date is more recent than 14 years ago
Hair Color 'Blueberry'	1		U701 Value not on MCHS edit table Hair Color

Each error message is described in the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. It is available on the DPS public web site.

## **3.2 FBI Responses**

### **3.2.1 FBI Rap Sheet**

MCHS electronically forwards all arrests with a felony or unknown severity and assorted misdemeanor arrests to the FBI. When an arrest card is successfully processed, the FBI generates an **FBI Response** that contains an **FBI Rap Sheet**. This is sent to the card scan operator at the CIC. If the arrest agency has elected to receive Mississippi rap sheets, it will also receive FBI Rap Sheets.

### **3.2.2 FBI Error Response**

Occasionally the FBI detects an error in the identification/arrest data or has a problem with the fingerprints. In this case, the FBI generates an **FBI Response** that describes the **Error**. This is also sent to the card scan operator at the CIC. If the arrest agency has elected to receive rap sheets, it will also receive FBI error responses.

If the FBI response is an Error, contact the CIC for instructions on how to obtain an FBI Rap Sheet. Do not resubmit the card. If the arrest needs to be resubmitted to the FBI, contact the CIC for instructions.

## **4.0 COMMON ARREST CARD ERRORS**

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

1. Invalid relationships between Date of Arrest (Block 11), Date(s) of Offense (Blocks 128, 133, 138, 143), and the current date (Block 4). To ensure that the card is added to the criminal history, verify the following:
  - The Date of Arrest must be prior to or the same as the current date.
  - Each Date of Offense must be prior to or the same as the current date.
  - Each Date of Offense must be prior to or the same as the Date of Arrest.
2. Invalid relationships between Arrest Type (Block 8), and the following dates: Date(s) of Birth (Block 12), Date of Arrest (Block 11), and Date(s) of Offense (Blocks 128, 133, 138, 143). To ensure the card is added to the criminal history, verify the following:
  - If the Arrest Type is 'Adult', the person must be at least 18 - that is, the Date of Birth must be 18 or more years prior to each Date of Offense and the Date of Arrest.
  - If the Arrest Type is 'Juvenile Treat as Adult', the person must be at least 14 and less than 18 - that is, the Date of Birth must be at least 14 years before each Date of Offense and the Date of Arrest and no more than 18 years before each Date of Offense and the Date of Arrest.
3. Invalid Statute citations (Blocks 124, 129, 134, 139). The statute citation is not current or the format is incorrect. To ensure that the person's arrest is added to the criminal history, verify the following:

The statute citation must be a currently valid statute citation. The format must match exactly; this includes numbers, letters, parentheses, hyphens and spaces.

An updated list of valid statute citations is periodically posted on the DPS public web site.

If you believe that a statute citation is missing in this list, contact the CIC.

4. 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 HOW TO CORRECT ERRONEOUS ARREST INFORMATION**

### **5.1 Resubmitting Rejected Cards**

See section 3.1 Mississippi Responses.

### **5.2 Correcting Biographic and Arrest Data on MCHS**

To correct biographic and arrest data that has been added to the person's MCHS criminal history, contact the CIC's Special Processing Unit at 800-594-3997 or 601-933-2600.

## **6.0 DISPOSITION FORM**

Forward the top white sheet to the office of the DA that will handle the case.

***APPENDIX A      ARREST CARD SAMPLE***

A sample of the Mississippi Arrest Fingerprint Card is found on the following pages.

L-87876

STATE OF MISSISSIPPI FINGERPRINT CARD				ARREST TRACKING NUMBER <b>0020042485</b>						
1. LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX				2. SOCIAL SECURITY NUMBER		3. DRIVERS LICENSE NUMBER				
4. SIGNATURE OF PERSON FINGERPRINTED				5. AGENCY CASE NUMBER		6. SID NUMBER				
7. ALIASES, MAIDEN			8. ARREST TYPE ADULT <input type="checkbox"/> JUVENILE TREAT AS ADULT <input type="checkbox"/>		9. ARRESTING AGENCY ORI, NAME, ADDRESS					
10. FBI NUMBER	11. DATE OF ARREST (MM DD YYYY)	12. DATE OF BIRTH (MM DD YYYY)	13. SEX	14. RACE	15. HEIGHT	16. WEIGHT	17. EYES	18. HAIR		
19. SCARS, MARKS, TATTOOS, AND AMPUTATIONS (INCLUDE TATTOO DESCRIPTION)										
20. MISCELLANEOUS NUMBERS				21. RESIDENCE (COMPLETE ADDRESS)						
22. STATE STATUTE		23. COUNTS	24. STATE STATUTE		25. COUNTS	26. STATE STATUTE		27. COUNTS	28. STATE STATUTE	29. COUNTS
30. COMMENTS										
PROSECUTOR DISPOSITION	31. PROSECUTING AGENCY			32. PROSECUTING AGENCY ORI		33. PROSECUTING AGENCY CASE NUMBER		34. DATE (MM DD YYYY)		
	35. STATE STATUTE			36. CHARGE DESCRIPTION				37. COUNTS		38. SEVERITY
	39. ACTION									
	40. PROSECUTING AGENCY			41. PROSECUTING AGENCY ORI		42. PROSECUTING AGENCY CASE NUMBER		43. DATE (MM DD YYYY)		
	44. STATE STATUTE			45. CHARGE DESCRIPTION				46. COUNTS		47. SEVERITY
	48. ACTION									
	49. PROSECUTING AGENCY			50. PROSECUTING AGENCY ORI		51. PROSECUTING AGENCY CASE NUMBER		52. DATE (MM DD YYYY)		
	53. STATE STATUTE			54. CHARGE DESCRIPTION				55. COUNTS		56. SEVERITY
	57. ACTION									
	58. PROSECUTING AGENCY			59. PROSECUTING AGENCY ORI		60. PROSECUTING AGENCY CASE NUMBER		61. DATE (MM DD YYYY)		
	62. STATE STATUTE			63. CHARGE DESCRIPTION				64. COUNTS		65. SEVERITY
	66. ACTION									
COURT DISPOSITION	67. COURT			68. COURT ORI		69. DOCKET NUMBER		70. DATE (MM DD YYYY)		
	71. STATE STATUTE			72. CHARGE DESCRIPTION				73. COUNTS		74. SEVERITY
	75. VERDICT			76. INCARCERATION		77. SUPERVISION		78. MONEY		
	79. COURT			80. COURT ORI		81. DOCKET NUMBER		82. DATE (MM DD YYYY)		
	83. STATE STATUTE			84. CHARGE DESCRIPTION				85. COUNTS		86. SEVERITY
	87. VERDICT			88. INCARCERATION		89. SUPERVISION		90. MONEY		
	91. COURT			92. COURT ORI		93. DOCKET NUMBER		94. DATE (MM DD YYYY)		
	95. STATE STATUTE			96. CHARGE DESCRIPTION				97. COUNTS		98. SEVERITY
	99. VERDICT			100. INCARCERATION		101. SUPERVISION		102. MONEY		
	103. COURT			104. COURT ORI		105. DOCKET NUMBER		106. DATE (MM DD YYYY)		
	107. STATE STATUTE			108. CHARGE DESCRIPTION				109. COUNTS		110. SEVERITY
	111. VERDICT			112. INCARCERATION		113. SUPERVISION		114. MONEY		

**ARREST AGENCY:** SEND FINGERPRINT CARD TO CRIMINAL INFORMATION CENTER; 3891 HWY 468 W; PEARL, MS 39208. FORWARD DISPOSITION SHEET TO PROSECUTOR.

**PROSECUTOR:** SEND DISPOSITION SHEET TO CLERK OF COURT WITH SENTENCING ORDER AFTER VERDICT. AFTER FINAL DISPOSITION IS DETERMINED, PROSECUTOR OR COURT SUBMIT DISPOSITION SHEET TO CIC AT ABOVE ADDRESS.

<b>STATE OF MISSISSIPPI FINGERPRINT CARD</b>				<b>ARREST TRACKING NUMBER</b> <span style="font-size: 1.2em; font-weight: bold;">0020042485</span>					
1. LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX				2. SOCIAL SECURITY NUMBER		3. DRIVERS LICENSE NUMBER			
4. SIGNATURE OF PERSON FINGERPRINTED				5. AGENCY CASE NUMBER		6. SID NUMBER			
7. ALIASES, MAIDEN		8. ARREST TYPE ADULT <input type="checkbox"/> JUVENILE TREAT AS ADULT <input type="checkbox"/>		9. ARRESTING AGENCY ORI, NAME, ADDRESS					
10. FBI NUMBER	11. DATE OF ARREST (MM DD YYYY)	12. DATE OF BIRTH (MM DD YYYY)	13. SEX	14. RACE	15. HEIGHT	16. WEIGHT	17. EYES	18. HAIR	
19. SCARS, MARKS, TATTOOS, AND AMPUTATIONS (INCLUDE TATTOO DESCRIPTION)									
20. MISCELLANEOUS NUMBERS				21. RESIDENCE (COMPLETE ADDRESS)					
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			

## MISSISSIPPI CRIMINAL HISTORY SYSTEM

		115. RECEIVED AT STATE BUREAU		
116. BOOKED BY (ORL AGENCY NAME)		117. OFFICIAL TAKING FINGERPRINTS (NAME AND NUMBER)		
118. PLACE OF BIRTH (STATE OR COUNTRY)		119. COUNTRY OF CITIZENSHIP		
120. EMPLOYER AND OCCUPATION				
121. PHOTO TAKEN? Y/N		122. PALMPRINTS TAKEN? Y/N		123. DNA SAMPLE TAKEN? Y/N
124. STATE STATUTE	125. CHARGE DESCRIPTION	126. SEVERITY	127. COUNTS	128. DATE OF OFFENSE (MM DD YYYY)
129. STATE STATUTE	130. CHARGE DESCRIPTION	131. SEVERITY	132. COUNTS	133. DATE OF OFFENSE (MM DD YYYY)
134. STATE STATUTE	135. CHARGE DESCRIPTION	136. SEVERITY	137. COUNTS	138. DATE OF OFFENSE (MM DD YYYY)
139. STATE STATUTE	140. CHARGE DESCRIPTION	141. SEVERITY	142. COUNTS	143. DATE OF OFFENSE (MM DD YYYY)
144. ADDITIONAL INFORMATION / BASIS FOR CAUTION				

## **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.

<b>Place of Birth</b>	<b>Code</b>
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

Place of Birth	Code
Cambodia (formerly Kampuchea)	CJ
Cameroon	CM
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

Place of Birth	Code
Guatemala	GT
Guernsey (possession of United Kingdom)	GF
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
Madiera Islands (possession of Portugal)	IM
Maine	ME
Malawi	MF
Malaysia	MZ

Place of Birth	Code
Maldives	MV
Mali	ML
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

Place of Birth	Code
Panama	PM
Papua New Guinea (formerly New Guinea)	NO
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

Place of Birth	Code
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
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.

<b>Country of Citizenship</b>	<b>Code</b>
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

<b>Country of Citizenship</b>	<b>Code</b>
Colombia	CB
Comoros, Federal Republic of the	DG
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

<b>Country of Citizenship</b>	<b>Code</b>
Jordan	JO
Kazakhstan (formerly part of Soviet Union)	KT
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

Country of Citizenship	Code
Poland	PO
Portugal	PT
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

<b>Country of Citizenship</b>	<b>Code</b>
West Indies	WN
Western Sahara (formerly Spanish Sahara)	RS
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 DRIVER'S LICENSE PLACE OF ISSUANCE CODES**

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

- If the DL Place of Issuance 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 DL Place of Issuance is in Canada, specify the Canadian province.
- If the DL Place of Issuance is in Mexico, specify 'MM' for Mexico.
- If the DL Place of Issuance is a foreign country other than Canada or Mexico, specify 'YY' for Other Non US.

<b>Driver's License Place of Issuance</b>	<b>Code</b>
Alabama	AL
Alaska	AK
Alberta, Canada	AB
Arizona	AZ
Arkansas	AR
British Columbia, Canada	BC
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Manitoba, Canada	MB
Maryland	MD
Massachusetts	MA
Mexico	MM
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NB
Nevada	NV
New Brunswick, Canada	NK
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
Newfoundland, Canada (and Labrador)	NF
North Carolina	NC
North Dakota	ND

<b>Driver's License Place of Issuance</b>	<b>Code</b>
Northwest Territories, Canada	NT
Nova Scotia, Canada	NS
Ohio	OH
Oklahoma	OK
Ontario, Canada	ON
Oregon	OR
Pennsylvania	PA
Prince Edward Island, Canada	PE
Puerto Rico	PR
Quebec, Canada	PQ
Rhode Island	RI
Saskatchewan, Canada	SN
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Yukon Territory, Canada	YT
Other US (e.g., possessions/territories)	US
Other Non US (any foreign country not included in list)	YY

## APPENDIX E SCARS, MARKS, AND TATTOOS CODES

The following codes are used by MCHS as of the date of this manual. (They are a subset of the full set of SMT Codes used by NCIC.)

Codes are grouped by category in the following order: Aids, Artificial, Deaf, Deformities, Medical Condition, Missing, Moles, Other Characteristics, Removed Tattoos, Scars, Skin Discolorations, Tattoos.

Scars, Marks, Tattoos, etc.	Code
Aids, Denture, lower only	DENT LOW
Aids, Denture, upper and lower	DENT UP LO
Aids, Denture, upper only	DENT UP
Aids, Glasses (prescription)	GLASSES
Aids, Gold tooth	GOLD TOOTH
Aids, Silver tooth	SLVR TOOTH
Artificial, Arm, left	ART L ARM
Artificial, Arm, right	ART R ARM
Artificial, Ear, left	ART L EAR
Artificial, Ear, right	ART R EAR
Artificial, Eye, left	ART L EYE
Artificial, Eye, right	ART R EYE
Artificial, Foot, left	ART L FT
Artificial, Foot, right	ART R FT
Artificial, Hand, left	ART L HND
Artificial, Hand, right	ART R HND
Artificial, Leg, left	ART L LEG
Artificial, Leg, right	ART R LEG
Deaf, left and right ears	DEAF
Deaf, left ear	DEAF L EAR
Deaf, one ear, nonspecific	DEAF EAR
Deaf, right ear	DEAF R EAR
Deaf-mute	DEAF MUTE
Deformities, Cauliflower ear, left	CAUL L EAR
Deformities, Cauliflower ear, right	CAUL R EAR
Deformities, Cleft lip	CL LIP
Deformities, Cleft palate	CLEFT PAL
Deformities, Crippled arm, left	CRIP L ARM
Deformities, Crippled arm, right	CRIP R ARM
Deformities, Crippled finger(s), left hand	CRIP L FGR
Deformities, Crippled finger(s), right hand	CRIP R FGR
Deformities, Crippled foot, left	CRIP L FT
Deformities, Crippled foot, right	CRIP R FT
Deformities, Crippled hand, left	CRIP L HND
Deformities, Crippled hand, right	CRIP R HND
Deformities, Crippled leg, left	CRIP L LEG
Deformities, Crippled leg, right	CRIP R LEG
Deformities, Crippled toe(s), left	CRIP L TOE
Deformities, Crippled toe(s), right	CRIP R TOE
Deformities, Extra breast, nonspecific	EXTRA BRST
Deformities, Humpbacked	HUMPBACED
Deformities, Protruding lower jaw	PROT L JAW
Deformities, Protruding upper jaw	PROT U JAW
Deformities, Shorter left leg	SHRT L LEG
Deformities, Shorter right leg	SHRT R LEG

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Eye Disorders, Blind, both eyes	BLIND
Eye Disorders, Blind, left eye	BLND L EYE
Eye Disorders, Blind, right eye	BLND R EYE
Eye Disorders, Cataract, left eye	CATA L EYE
Eye Disorders, Cataract, right eye	CATA R EYE
Eye Disorders, Cross-eyed	CROSSEYED
Eye Disorders, Glaucoma	GLAUCOMA
Medical Condition, Down Syndrome	MC DOWNSYN
Medical Condition, Paraplegic	MC PARPLGC
Medical Condition, Quadriplegic	MC QUADPLG
Medical Condition, Skin disorders (incl. eczema)	MC SKIN
Medical Condition, Tourette's syndrome	MC TOURETE
Missing Arm, left	MISS L ARM
Missing Arm, lower left	MISS LLARM
Missing Arm, lower right	MISS LRARM
Missing Arm, right	MISS R ARM
Missing Breast, left	MISS LBRST
Missing Breast, right	MISS RBRST
Missing Breasts	MISS BRSTS
Missing Ear, left	MISS L EAR
Missing Ear, right	MISS R EAR
Missing Eye, left	MISS L EYE
Missing Eye, right	MISS R EYE
Missing Finger joint(s), left hand	MISS L FJT
Missing Finger joint(s), right hand	MISS R FJT
Missing Finger(s), left hand	MISS L FGR
Missing Finger(s), right hand	MISS R FGR
Missing Foot, left	MISS L FT
Missing Foot, right	MISS R FT
Missing Hand, left	MISS L HND
Missing Hand, right	MISS R HND
Missing Larynx	MISS LRYNX
Missing Leg, left	MISS L LEG
Missing Leg, lower left	MISS LLLEG
Missing Leg, lower right	MISS LRLEG
Missing Leg, right	MISS R LEG
Missing Nose	MISS NOSE
Missing Toe(s), left foot	MISS L TOE
Missing Toe(s), right foot	MISS R TOE
Missing Tongue	MISS TONG
Moles, Abdomen	MOLE ABDOM
Moles, Ankle, left	MOLE L ANK
Moles, Ankle, right	MOLE R ANK
Moles, Arm, left	MOLE L ARM
Moles, Arm, right	MOLE R ARM
Moles, Back	MOLE BACK
Moles, Breast, left	MOLE LBRST
Moles, Breast, right	MOLE RBRST
Moles, Buttock, left	MOLE L BUT
Moles, Buttock, right	MOLE R BUT
Moles, Cheek (face), left	MOLE L CHK
Moles, Cheek (face), right	MOLE R CHK
Moles, Chest	MOLE CHEST
Moles, Chin	MOLE CHIN

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Moles, Ear, left	MOLE L EAR
Moles, Ear, right	MOLE R EAR
Moles, Eyebrow, left/left eye area	MOLE L EYE
Moles, Eyebrow, right/right eye area	MOLE R EYE
Moles, Finger(s), left hand	MOLE L FGR
Moles, Finger(s), right hand	MOLE R FGR
Moles, Foot, left	MOLE L FT
Moles, Foot, right	MOLE R FT
Moles, Forehead	MOLE FHD
Moles, Groin area	MOLE GROIN
Moles, Hand, left	MOLE L HND
Moles, Hand, right	MOLE R HND
Moles, Head, nonspecific	MOLE HEAD
Moles, Hip, left	MOLE L HIP
Moles, Hip, right	MOLE R HIP
Moles, Knee, left	MOLE L KNE
Moles, Knee, right	MOLE R KNE
Moles, Leg, left	MOLE L LEG
Moles, Leg, right	MOLE R LEG
Moles, Lip, lower	MOLE L LIP
Moles, Lip, upper	MOLE U LIP
Moles, Neck	MOLE NECK
Moles, Nose	MOLE NOSE
Moles, Shoulder, left	MOLE L SHD
Moles, Shoulder, right	MOLE R SHD
Moles, Thigh, left	MOLE L THG
Moles, Thigh, right	MOLE R THG
Moles, Wrist, left	MOLE L WRS
Moles, Wrist, right	MOLE R WRS
Needle Marks, Arm, left	NM L ARM
Needle Marks, Arm, right	NM R ARM
Needle Marks, Buttock, left	NM L BUTTK
Needle Marks, Buttock, right	NM R BUTTK
Needle Marks, Finger(s), left hand	NM L FGR
Needle Marks, Finger(s), right hand	NM R FGR
Needle Marks, Foot, left	NM L FOOT
Needle Marks, Foot, right	NM R FOOT
Needle Marks, Hand, left	NM L HND
Needle Marks, Hand, right	NM R HND
Needle Marks, Leg, left	NM L LEG
Needle Marks, Leg, right	NM R LEG
Needle Marks, Thigh, left	NM L THIGH
Needle Marks, Thigh, right	NM R THIGH
Needle Marks, Wrist, left	NM L WRIST
Needle Marks, Wrist, right	NM R WRIST
Other Characteristics, Cleft chin	CLEFT CHIN
Other Characteristics, Dimple, chin	DIMP CHIN
Other Characteristics, Dimples, left cheek (face)	DIMP L CHK
Other Characteristics, Dimples, right cheek (face)	DIMP R CHK
Other Characteristics, Freckles	FRECKLES
Other Characteristics, Hair implants	HAIR IMPL
Other Characteristics, Pierced abdomen	PRCD ABDMN
Other Characteristics, Pierced back	PRCD BACK
Other Characteristics, Pierced ears	PRCD EARS

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Other Characteristics, Pierced eyebrow, left	PRCD L EYE
Other Characteristics, Pierced eyebrow, right	PRCD R EYE
Other Characteristics, Pierced left ear	PRCD L EAR
Other Characteristics, Pierced lip, lower	PRCD LLIP
Other Characteristics, Pierced lip, upper	PRCD ULIP
Other Characteristics, Pierced nipple, left	PRCD L NIP
Other Characteristics, Pierced nipple, right	PRCD R NIP
Other Characteristics, Pierced nose	PRCD NOSE
Other Characteristics, Pierced right ear	PRCD R EAR
Other Characteristics, Pierced tongue	PRCD TONGU
Other Characteristics, Stutters	STUTTERS
Other Characteristics, Transsexual	TRANSSEXL
Other Characteristics, Transvestite	TRANSVST
Removed Tattoos, Abdomen	RTAT ABDM
Removed Tattoos, Ankle, left	RTAT LANKL
Removed Tattoos, Ankle, right	RTAT RANKL
Removed Tattoos, Arm, left	RTAT L ARM
Removed Tattoos, Arm, left upper	RTAT ULARM
Removed Tattoos, Arm, right	RTAT R ARM
Removed Tattoos, Arm, right upper	RTAT URARM
Removed Tattoos, Back	RTAT BACK
Removed Tattoos, Breast, left	RTAT LBRST
Removed Tattoos, Breast, right	RTAT RBRST
Removed Tattoos, Buttock, left	RTAT LBUTK
Removed Tattoos, Buttock, right	RTAT RBUTK
Removed Tattoos, Calf, left	RTAT LCALF
Removed Tattoos, Calf, right	RTAT RCALF
Removed Tattoos, Cheek (face), left	RTAT L CHK
Removed Tattoos, Cheek (face), right	RTAT R CHK
Removed Tattoos, Chest	RTAT CHEST
Removed Tattoos, Chin	RTAT CHIN
Removed Tattoos, Ear, left	RTAT L EAR
Removed Tattoos, Ear, right	RTAT R EAR
Removed Tattoos, Elbow, left	RTAT L ELB
Removed Tattoos, Elbow, right	RTAT R ELB
Removed Tattoos, Finger(s), left hand	RTAT L FGR
Removed Tattoos, Finger(s), right hand	RTAT R FGR
Removed Tattoos, Foot, left	RTAT LFOOT
Removed Tattoos, Foot, right	RTAT RFOOT
Removed Tattoos, Forearm, left	RTAT LFARM
Removed Tattoos, Forearm, right	RTAT RFARM
Removed Tattoos, Forehead	RTAT FHD
Removed Tattoos, Full body	RTAT FLBOD
Removed Tattoos, Groin area	RTAT GROIN
Removed Tattoos, Hand, left	RTAT L HND
Removed Tattoos, Hand, right	RTAT R HND
Removed Tattoos, Head, nonspecific	RTAT HEAD
Removed Tattoos, Hip, left	RTAT L HIP
Removed Tattoos, Hip, right	RTAT R HIP
Removed Tattoos, Knee, left	RTAT LKNEE
Removed Tattoos, Knee, right	RTAT RKNEE
Removed Tattoos, Leg, left	RTAT L LEG
Removed Tattoos, Leg, right	RTAT R LEG
Removed Tattoos, Lip, lower	RTAT LWLIP

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Removed Tattoos, Lip, upper	RTAT UPLIP
Removed Tattoos, Neck	RTAT NECK
Removed Tattoos, Nose	RTAT NOSE
Removed Tattoos, Shoulder, left	RTAT LSHLD
Removed Tattoos, Shoulder, right	RTAT RSHLD
Removed Tattoos, Thigh, left	RTAT LTHGH
Removed Tattoos, Thigh, right	RTAT RTHGH
Removed Tattoos, Wrist, left	RTAT LWRS
Removed Tattoos, Wrist, right	RTAT RWRS
Scars, Abdomen	SC ABDOM
Scars, Ankle, left	SC L ANKL
Scars, Ankle, right	SC R ANKL
Scars, Arm, left	SC L ARM
Scars, Arm, left upper	SC UL ARM
Scars, Arm, right	SC R ARM
Scars, Arm, right upper	SC UR ARM
Scars, Back	SC BACK
Scars, Breast, left	SC L BRST
Scars, Breast, right	SC R BRST
Scars, Buttock, left	SC L BUTTK
Scars, Buttock, right	SC R BUTTK
Scars, Calf, left	SC L CALF
Scars, Calf, right	SC R CALF
Scars, Cheek (face), left	SC L CHK
Scars, Cheek (face), right	SC R CHK
Scars, Chest	SC CHEST
Scars, Chin	SC CHIN
Scars, Ear, left	SC L EAR
Scars, Ear, right	SC R EAR
Scars, Elbow, left	SC L ELB
Scars, Elbow, right	SC R ELB
Scars, Eyebrow, left/left eye area	SC L EYE
Scars, Eyebrow, right/right eye area	SC R EYE
Scars, Finger(s), left hand	SC L FGR
Scars, Finger(s), right hand	SC R FGR
Scars, Foot, left	SC L FT
Scars, Foot, right	SC R FT
Scars, Forearm, left	SC LF ARM
Scars, Forearm, right	SC RF ARM
Scars, Forehead	SC FHD
Scars, Groin area	SC GROIN
Scars, Hand, left	SC L HND
Scars, Hand, right	SC R HND
Scars, Head, nonspecific	SC HEAD
Scars, Hip, left	SC L HIP
Scars, Hip, right	SC R HIP
Scars, Knee, left	SC L KNEE
Scars, Knee, right	SC R KNEE
Scars, Leg, left	SC L LEG
Scars, Leg, right	SC R LEG
Scars, Lip, lower	SC LOW LIP
Scars, Lip, upper	SC UP LIP
Scars, Neck	SC NECK
Scars, Nose	SC NOSE

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Scars, Pockmarks	POCKMARKS
Scars, Shoulder, left	SC L SHLD
Scars, Shoulder, right	SC R SHLD
Scars, Thigh, left	SC L THGH
Scars, Thigh, right	SC R THGH
Scars, Wrist, left	SC L WRIST
Scars, Wrist, right	SC R WRIST
Skin Discolorations, Abdomen	DISC ABDOM
Skin Discolorations, Ankle, left	DISC L ANK
Skin Discolorations, Ankle, right	DISC R ANK
Skin Discolorations, Arm, left	DISC L ARM
Skin Discolorations, Arm, right	DISC R ARM
Skin Discolorations, Back	DISC BACK
Skin Discolorations, Breast, left	DISC L BRS
Skin Discolorations, Breast, right	DISC R BRS
Skin Discolorations, Buttock, left	DISC L BUT
Skin Discolorations, Buttock, right	DISC R BUT
Skin Discolorations, Cheek (face), left	DISC L CHK
Skin Discolorations, Cheek (face), right	DISC R CHK
Skin Discolorations, Chest	DISC CHEST
Skin Discolorations, Chin	DISC CHIN
Skin Discolorations, Ear, left	DISC L EAR
Skin Discolorations, Ear, right	DISC R EAR
Skin Discolorations, Eyebrow, left/left eye area	DISC L EYE
Skin Discolorations, Eyebrow, right/right eye area	DISC R EYE
Skin Discolorations, Finger(s), left hand	DISC L FGR
Skin Discolorations, Finger(s), right hand	DISC R FGR
Skin Discolorations, Foot, left	DISC L FT
Skin Discolorations, Foot, right	DISC R FT
Skin Discolorations, Forehead	DISC FHD
Skin Discolorations, Hand, left	DISC L HND
Skin Discolorations, Hand, right	DISC R HND
Skin Discolorations, Head	DISC HEAD
Skin Discolorations, Hip, left	DISC L HIP
Skin Discolorations, Hip, right	DISC R HIP
Skin Discolorations, Knee, left	DISC LKNEE
Skin Discolorations, Knee, right	DISC RKNEE
Skin Discolorations, Leg, left	DISC L LEG
Skin Discolorations, Leg, right	DISC R LEG
Skin Discolorations, Lip, left	DISC L LIP
Skin Discolorations, Lip, upper	DISC U LIP
Skin Discolorations, Neck	DISC NECK
Skin Discolorations, Nose	DISC NOSE
Skin Discolorations, Shoulder, left	DISC LSHLD
Skin Discolorations, Shoulder, right	DISC RSHLD
Skin Discolorations, Thigh, left	DISC LTHGH
Skin Discolorations, Thigh, right	DISC RTHGH
Skin Discolorations, Wrist, left	DISC L WRS
Skin Discolorations, Wrist, right	DISC R WRS
Tattoos, Abdomen	TAT ABDOM
Tattoos, Ankle, left	TAT L ANKL
Tattoos, Ankle, right	TAT R ANKL
Tattoos, Arm, left	TAT L ARM
Tattoos, Arm, left upper	TAT UL ARM

<b>Scars, Marks, Tattoos, etc.</b>	<b>Code</b>
Tattoos, Arm, right	TAT R ARM
Tattoos, Arm, right upper	TAT UR ARM
Tattoos, Back	TAT BACK
Tattoos, Breast, left	TAT L BRST
Tattoos, Breast, right	TAT R BRST
Tattoos, Buttock, left	TAT L BUTK
Tattoos, Buttock, right	TAT R BUTK
Tattoos, Calf, left	TAT L CALF
Tattoos, Calf, right	TAT R CALF
Tattoos, Cheek (face), left	TAT L CHK
Tattoos, Cheek (face), right	TAT R CHK
Tattoos, Chest	TAT CHEST
Tattoos, Chin	TAT CHIN
Tattoos, Ear, left	TAT L EAR
Tattoos, Ear, right	TAT R EAR
Tattoos, Elbow, left	TAT L ELBOW
Tattoos, Elbow, right	TAT R ELBOW
Tattoos, Finger(s), left hand	TAT L FGR
Tattoos, Finger(s), right hand	TAT R FGR
Tattoos, Foot, left	TAT L FOOT
Tattoos, Foot, right	TAT R FOOT
Tattoos, Forearm, left	TAT LF ARM
Tattoos, Forearm, right	TAT RF ARM
Tattoos, Forehead	TAT FHD
Tattoos, Groin area	TAT GROIN
Tattoos, Hand, left	TAT L HND
Tattoos, Hand, right	TAT R HND
Tattoos, Head, nonspecific	TAT HEAD
Tattoos, Hip, left	TAT L HIP
Tattoos, Hip, right	TAT R HIP
Tattoos, Knee, left	TAT L KNEE
Tattoos, Knee, right	TAT R KNEE
Tattoos, Leg, left	TAT L LEG
Tattoos, Leg, right	TAT R LEG
Tattoos, Lip, lower	TAT LW LIP
Tattoos, Lip, upper	TAT UP LIP
Tattoos, Neck	TAT NECK
Tattoos, Nose	TAT NOSE
Tattoos, Shoulder, left	TAT L SHLD
Tattoos, Shoulder, right	TAT R SHLD
Tattoos, Thigh, left	TAT L THGH
Tattoos, Thigh, right	TAT R THGH
Tattoos, Wrist, left	TAT L WRS
Tattoos, Wrist, right	TAT R WRS

### 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 (OIR)	
WRITER'S PALM IMPRESSION			INDEX FINGER		
L			R		

FD-994 (10-29-98)

GPO U.S. GOVERNMENT PRINTING OFFICE: 2005-010-4128072

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
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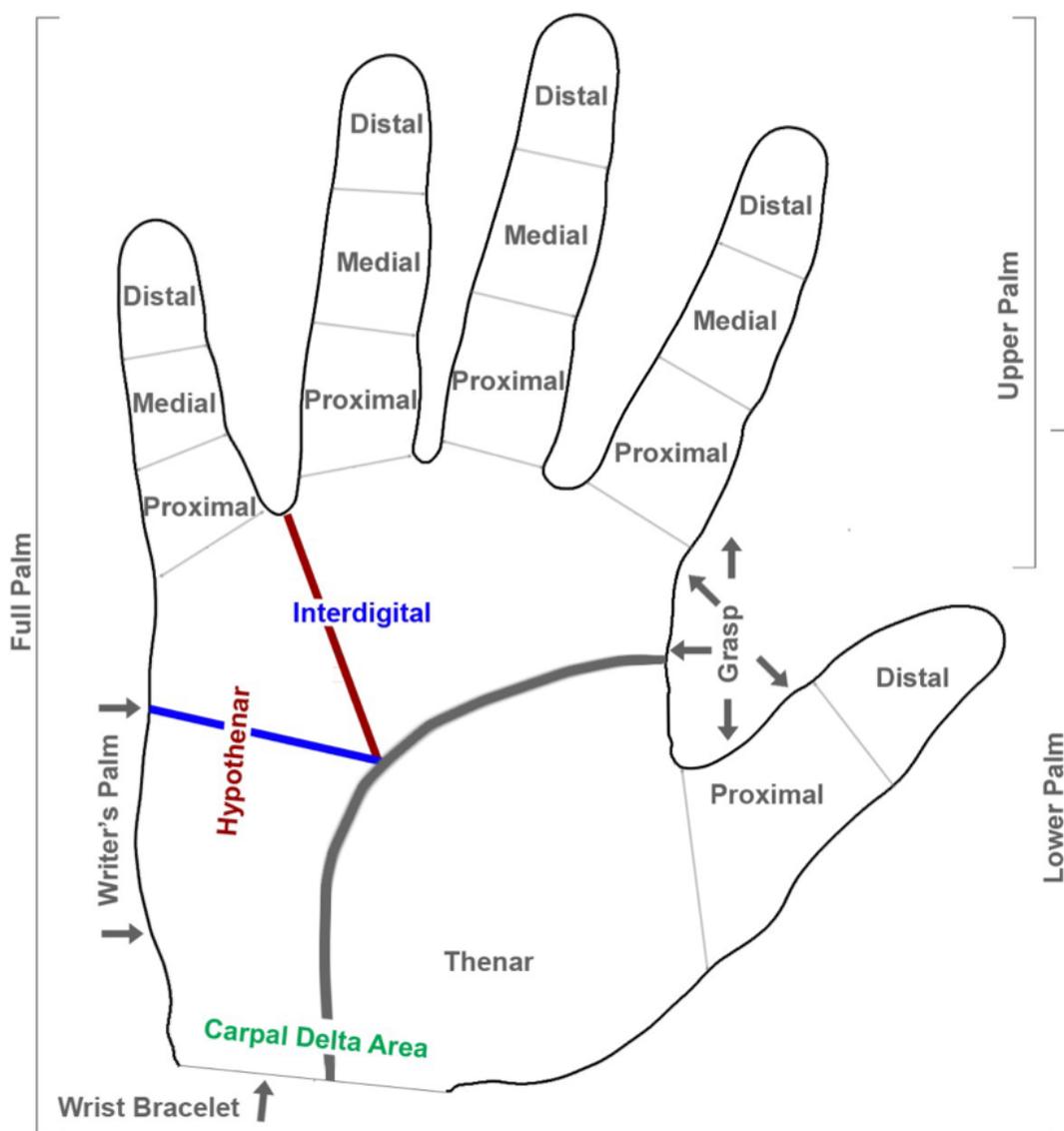
THUMB	INDEX	MIDDLE	RING	LITTLE

**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

