

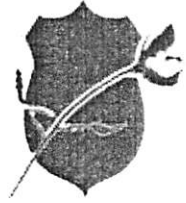


# HACKETTSTOWN POLICE DEPARTMENT

215 Stiger Street • Hackettstown, NJ 07840

Phone: 908-852-3302 • Fax: 908-852-8357

Chief James A. Macaulay



## REGISTRATION APPLICATION FOR SOLICITING, CANVASSING OR PEDDLING

Per Local Ordinance No. 8-25 of the Town of Hackettstown, County of Warren, State of New Jersey.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Permanent Address:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Ht: \_\_\_\_\_ Wt: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Distinguishing Physical Characteristics: \_\_\_\_\_

Give brief statement of the nature of the business and a description of the merchandise or service to be sold: \_\_\_\_\_

If employed give name and address of the employer together with credentials establishing the exact relationship: \_\_\_\_\_

Length of time for which license is desired: \_\_\_\_\_

If vehicle is being used, supply the following information:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Type: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

Give the location where the goods or property to be sold or offered for sale are manufactured or produced; where such goods or property are located at the time such application is filed, and the proposed method of delivery:

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Give two business references located in the County of Warren, State of New Jersey, or in lieu thereof, such other available evidence of the character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and responsibility:

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Give a statement as to whether you have been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed thereof:

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Supply a photograph of yourself taken within sixty (60) days immediately prior to the date of this application, said photograph shall clearly show the head and shoulders of applicant and shall measure 2" x 2".

Signature of Applicant: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

### ARTICLE 3. PEDDLERS AND SOLICITORS

#### 8-25. Permit and License Required.

It shall be unlawful for any person to engage in the business of peddler, solicitor, or itinerant merchants as defined in Section 8-26 of this Article within the Town without first obtaining a license therefor as provided herein.

#### 8-26. Definitions.

(a) Person: The word "person" as used shall include the singular and plural and shall mean and include any person, firm or corporation, association, club, partnership, society or any other organization.

(b) Peddler: A "peddler" is any person who goes from place to place by traveling on the streets and roads or from house to house carrying, conveying or transporting goods, wares, or merchandise for the purpose of selling and delivering them to customers. The word "peddler" shall include the words "hawker" and "huckster".

(c) Solicitor or Canvasser: A "Solicitor" is any person who goes from place to place by traveling on the streets or roads or from house to house taking or attempting to take orders for the sale of goods, wares and merchandise, or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such person has, carries or exposes for sale a sample of the object to be sold and whether or not they are collecting advance payments on such sales. The word "solicitor" shall include the word "canvasser", provided, however, that this definition shall not include wholesalers calling on retail merchants.

(d) Merchandising: "Merchandising" shall include all goods, wares, food, fruit, vegetables, farm products, magazines, periodicals, and all kinds of articles of personal property for domestic use; and orders or contracts for a service, home improvement or alterations shall be considered merchandise within the terms of this Article.

#### 8-27. Exceptions from License.

The requirements of this Article shall not apply to the following:

(a) Any person honorably discharged from the military service of the United States possessing a peddler's license issued in conformity with N.J.S.A. 45:24-9.

(b) Any person who is an exempt fireman of a volunteer Fire Department as defined by N.J.S.A. 45:24-9, possessing a license in conformity with said law.

(c) Any person engaged in the delivery of goods, wares or merchandise or other articles or things in the regular course of business, to the premises or persons who had previously ordered the same or were entitled to receive the same by reasons of a prior agreement.

(d) Any school, charitable, political or civic organization, benevolent society, service club, or organization not for profit which is located in, or has a substantial membership from the Town of Hackettstown, and carrying identification assigned by the organization the canvasser represents shall be excepted from the provisions of this Article.

#### 8-28. Application for License.

Every applicant for a license under this Article shall file with the Chief of Police a sworn written application containing the following information:

(a) Name and description of the applicant.

(b) Permanent home address and full local address of the applicant.

(c) A brief statement of the nature of the business and a description of the merchandise or service to be sold.

(d) If employed, the name and address of the employer, together with credentials establishing the exact relationship.

(e) The length of time for which the license is desired.

(f) If a vehicle is to be used, a description of such vehicle and its license number.

(g) The place where the goods or property to be sold or offered for sale or manufactured or produced, where such goods or property are located at the time such application is filed, and the proposed method of delivery.

(h) A photograph of the applicant taken within (60) days immediately prior to the date of application, which photograph shall clearly show the head and shoulders of the applicant and shall measure 2" x 2".

(i) Two (2) business references located in the County of Warren, State of New Jersey; or in lieu thereof, such other available evidence of the character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and responsibility.

(j) A statement as to whether the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor.

#### 8-29. Fees.

(a) **Registration Fee:** At the time the application is filed, a fee of forty (\$40.00) dollars shall be paid Town Clerk to cover the cost of processing the application and investigating the facts stated therein.

(b) **License Fee:** The license fee which shall be charged by the Town Clerk for the issuance of a license hereunder shall be five (\$5.00) dollars per day, fifteen (\$15.00) dollars per week, twenty-five (\$25.00) dollars per month, and one hundred ten (\$110.00) dollars per year.

(c) Any charitable or religious society that shall conduct sales of personal property when proceeds thereof shall be applied to the payment of the expenses thereof, and to the charitable or religious object for which the society exists, shall be exempt from payment of the license or registration fee.

#### 8-30. Investigation and Issuance of License.

When the aforesaid application is properly filled out and signed by the applicant, the original and duplicate thereof are filed with the Chief of Police, who shall make or cause to be made, such investigation of the applicant's business responsibility and moral character as deemed necessary for the protection of the public good. The duplicate shall be kept on file in the Police Department upon completion of the investigation.

(a) If, as a result of such investigation, the applicant's character or business responsibility is found to be unsatisfactory, the Chief of Police shall endorse on such application his disapproval and the reasons therefor, and shall notify the applicant that the application is disapproved, and that no license shall be issued. Any determination by the Chief of Police that an application is unsatisfactory shall be based on one or more of the following findings with respect to the applicant:

- (1) Conviction of a crime involving turpitude.
- (2) Prior violation of a peddling or soliciting ordinance.
- (3) Previous fraudulent acts or conduct.
- (4) Record of breaches of soliciting contracts.
- (5) Evidence of bad character.

In the absence of any such findings, the Chief of Police shall find the applicant "satisfactory."

(b) If, as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the Chief of Police shall issue the license to the applicant. Such license shall contain the signature of the issuing officer and shall show the name, address, and photograph of the licensee, the class of license issued, the kinds of goods or services to be sold thereunder, the date of issue, the length of time the license shall be operative, and the license number and other identifying description of any vehicle used in peddling or soliciting activity licensed.

#### 8-31. Duties of Licensee.

Every holder of a peddler's license or solicitor's license issued under the authority of R.S. 45:24-9 shall be required to display such license with them while engaged in the business or activity licensed within the corporate limits of the Town of Hackettstown. The licensee shall produce such license at the request of any official of said Town or of any resident of said Town with whom they wish to conduct their said business or activity. Every such licensee shall restrict their selling activity within the Town of Hackettstown to the hours of between 9:00 a.m. and 5:00 p.m. prevailing time on Mondays through Fridays, shall notify the Police Officer on duty at least once in every week in which they plan to conduct said activity, and before commencing their selling or soliciting activity. Such notification shall include a statement of the general area of the Town in which the licensee intends to conduct said activity, and a schedule of dates and times when said activity shall be conducted. The licensee shall notify the Police Officers on duty of any change in area or time solicitation, should such changes be made during the week.

#### 8-32. Prohibited Practices.

No licensee shall allow any other person to use the license issued hereunder, and the use of such license by any person other than the licensee shall constitute grounds for revocation of the license.

#### 8-33. Enforcement.

It shall be the duty of any Police Officer of the Town to enforce the provisions of this Article and require any person seen peddling or soliciting who is not known by such officer to be duly licensed, to produce their peddler's or solicitor's license.

#### 8-34. Records.

The Chief of Police shall maintain a record of all licenses issued under the provision of this Article and shall record therein all convictions for violations of this Article and other pertinent circumstances and incidents.

#### 8-35. Revocation of License.

(a) Licenses issued under the provisions of this Article may be revoked by the Council of the Town after notice and hearing for any of the following causes:

1. Fraud: misrepresentation or false statement contained in the application for license.
2. Fraud: misrepresentation or false statement by the licensee in the course of conducting the business licensed.
3. Any violation of this Article.
4. Conviction of any crime involving moral turpitude.
5. Conducting the business licensed in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, safety or general welfare of the public.

(b) Notice of the hearing for revocation of a license shall be given in writing. Such notice shall set forth the specific grounds of complaint and the time and place of hearing, and shall be sent by registered mail to the licensee at their last known address at least five (5) days prior to the date set for hearing.

(c) In the event the Chief of Police shall determine that there has been a violation of any of items 1 through 5 of Paragraph (a) above, then and in that case the Chief shall immediately notify the Town Council of said violation and shall order the licensee to suspend further operation until a hearing in accordance with the provisions of this Article.

#### 8-36. Appeal.

Any person aggrieved by the action of the Chief of Police or of the Town Clerk in the denial of a license as provided in Section 8-30 of this Article, shall have the right to appeal to the Town Council. Such appeal shall be taken by filing with the Council within fourteen (14) days after the notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The Town Council shall set a time and place for hearing on such appeal, and notice of such hearing shall be given to the applicant in the same manner as

provided in Section 8-35 of this Article for notice of hearing on revocation. The decision of the Town Council on such appeal shall be final and conclusive.

8-37. Expiration and Renewal of License.

No license issued under the provision of this Article shall extend past one (1) year from the date that the license was issued. Any such license may be renewed, upon payment of a fee of \$10.00 and upon the submission of a new application in conformity with the requirements of Section 8-28 of this Article or, in lieu thereof, a sworn statement in writing setting forth all changes in the information contained in the application for the expired license which are necessary to bring said application completely up to date. Such new application or statement in lieu thereof shall be subject to the provisions and standards set forth in Section 8-28 of this Article.

8-38. Penalty for Violation.

Any person violating any of the provisions of this Article shall, upon conviction thereof, be subject to a fine not to exceed Five Hundred (\$500.00) Dollars, or to imprisonment not to exceed ninety (90) days, or both. (12-13-71)



ORD2003-01

AN ORDINANCE TO AMEND THE VARIOUS LICENSE FEES OF THE TOWN OF  
HACKETTSTOWN

BE IT ORDAINED by the Mayor and Common Council as follows:

Section One: The following license fees of the Town of Hackettstown are amended as set forth below:

A. Chapter 5 — Alcoholic Beverages, Paragraph 5-5 is amended as follows:

(a) The fees for a Plenary Retail Consumption License shall be the sum of one thousand two hundred forty-nine (\$1,249.00) dollars.

(b) The fee for a Plenary Retail Distribution License shall be the sum of seven hundred eighty-four (\$784.00) dollars.

(c) The fee for a Club License shall be one hundred fifty (\$150.00) dollars.

B. Chapter 8 — Business and Occupations, Article 3 — Peddlers and Solicitors, Paragraph 8-29 — Fees is amended to read as follows:

(a) Registration Fee: At the time the application is filed, a fee of fifty (\$50.00) dollars shall be paid to the Town Clerk to cover the cost of processing the application and investigating the facts stated therein.

(b) License Fee: The license fee which shall be charged by the Town Clerk for the issuance of a license hereunder shall be ten (\$10.00) dollars per day, twenty-five (\$25.00) dollars per week, fifty (\$50.00) dollars per month, and one hundred ten (\$110.00) dollars per year.

C. Chapter 8 — Business and Occupations, Article 5 — Taxicabs, paragraph 8-66 is amended to read as follows:

(a) For each taxicab license, the sum of forty (\$40.00) dollars per year or any fraction thereof.

(b) For each taxicab driver's license, the sum of twenty-five (\$25.00) dollars per year or any fraction thereof.

D. Chapter 12 — Street and Sidewalks, Article 1 — Breaking and Digging in Streets, Paragraph 12-3-Deposit Required: Bond and Fees Required, subparagraphs (d) and (e) are amended to read:

(d) There shall be a non-refundable review and inspection fee of three (3) percent of the deposit or bond amount established under paragraph A above or \$50.00, whichever is greater. There shall be non-refundable review and inspection fee for projects limited to sidewalk and driveway apron replacement being performed at owner-occupied one or two family homes. An application is required and there shall be no exception from the fee if the project includes any street opening, pavement, road shoulder or curbing work.

(e) Public utility corporations of the State of New Jersey may file a corporate bond in the amount of ten thousand (\$10,000.00) dollars on a yearly basis in lieu of the cash deposit or surety bond. Inspection fees for utility companies shall be calculated on the basis of the full cash deposit required under Paragraph (a) above or the \$100.00 minimum established in paragraph (d) above, whichever is greater.

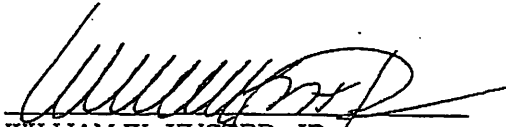
E. Chapter 2 — Administrative Code, Article 3-Departments, Section 2-25-Department of Administration and Finance, Paragraph B-Tax Collector is amended to add a subparagraph 4 to read:

4. The Tax Collector is directed to charge \$5.00 for the first duplicate tax bill requested in any tax year and \$25.00 for the second duplicate tax bill requested in any tax year.

Section Two: This Ordinance shall become effective upon final adoption and publication as required by law.

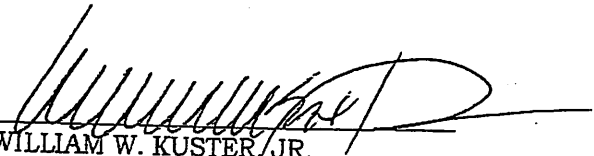
#### NOTICE

Notice is hereby given that the aforesaid ordinance was introduced at a regular meeting of the Common Council of the Town of Hackettstown, New Jersey, held on February 10, 2003, amended March 10, 2003 and that at regular meetings of the same to be held on March 10, 2003 and March 24, 2003 at the Municipal Building, 215 Stiger Street, Hackettstown, New Jersey, at the hour of 7:30 o'clock in the evening, the said Common Council will consider the final passage of said ordinance.

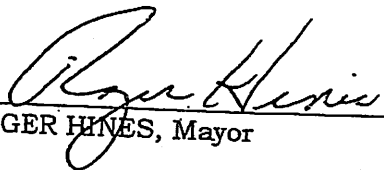
  
WILLIAM W. KUSTER, JR.  
Town Clerk/Administrator

ORD2003-01  
NOTICE OF FINAL PASSAGE

Notice is hereby given that an ordinance entitled, "AN ORDINANCE TO AMEND THE VARIOUS LICENSE FEES OF THE TOWN OF HACKETTSTOWN" was duly considered at a meeting of the Common Council of the Town of Hackettstown held on March 10, 2003 and March 24, 2003 at the Municipal Building, 215 Stiger Street, Hackettstown, New Jersey, and said ordinance was thereupon adopted upon final passage.

  
WILLIAM W. KUSTER, JR.  
Town Clerk/Administrator

The above ordinance is approved this  
24<sup>th</sup> day of March 2003.

  
ROGER HINES, Mayor

## How to Request a Copy of Record

### 1. Complete cover letter.

- If for a couple, family, etc., all persons must sign cover letter
- Include your complete mailing address. Please provide telephone number and/or email address, if available.

### 2. Fingerprint Card

- Obtain a set of your fingerprints (original card, no copies). Your name and date of birth **must be** provided on the fingerprint card. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
- If possible have your fingerprints taken by a fingerprinting technician (this service may be available at a Law Enforcement Agency.)
- Previously processed fingerprint cards will not be accepted.

### 3. Payment

- Include \$ 18 - U.S. dollars in the form of a money order, certified check made payable to the Treasury of the United States (please be sure to sign where required), or you may pay by credit card. **Note: No cash, personal checks, or business checks will be accepted.**
- Must be exact amount
- If for a couple, family, etc., include \$18 for each person
- If paying by credit card you must include the completed credit card payment form
- Credit cards will not be used for expedited mail services

**Note: Personal or business checks are not an acceptable form of payment for Departmental Order (DO) Requests. Effective 7/2/2009, all personal and business checks submitted with a DO Request will not be returned. CJIS Division will provide the customer a letter denoting the reason the monetary instrument could not be used.**

4. Mail the required items #1, #2, and #3 (listed above) to the following address:

FBI CJIS Division – Record Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306



**Please Note: If any of the above items are missing or incomplete, the request will be returned. Additional items sent not required for processing will not be returned.**

**Allow approximately 13 weeks for processing, upon receipt to the FBI.**

**PRIVACY ACT STATEMENT**

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

**Applicant Information** \* Denotes Required Fields

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
Middle Name 1 \_\_\_\_\_ Middle Name 2 \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Place of Birth: \_\_\_\_\_ U.S. Citizen or Legal Permanent Resident:  
Yes  No

\*Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_ Prisoner Number (if applicable): \_\_\_\_\_

\*Last Four Digits of Social Security Number: \_\_\_\_\_

\*Height: \_\_\_\_\_ \*Weight: \_\_\_\_\_

**\*Hair (please check appropriate box):**

Bald  Black  Blonde/Strawberry  Blue  Brown  Gray  Green  Orange  Pink  
 Purple  Red/Auburn  Sandy  Unknown  White

**\*Eyes (please check appropriate box):**

Black  Blue  Brown  Gray  Green  Hazel  Maroon  Multicolored  Pink  Unknown

**Applicant Home Address**

\*Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_

\*Postal (Zip) Code \_\_\_\_\_ \*Country \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Mail Results to Address**

C/O \_\_\_\_\_ ATTN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal (Zip) Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number (if different from above) \_\_\_\_\_

**Payment Enclosed: (please check appropriate box)**

CERTIFIED CHECK  MONEY ORDER  CREDIT CARD FORM

**Reason for Request:**

Personal review  Challenge information on your record  Adoption of a child in the U.S.  
 International adoption  Live, work, or travel in a foreign country  Other

\* APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Mail the signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

*You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary.*

**APPLICANT**

\* See Privacy Act Notice on Back

FD-258 (Rev 9-9-13) 11 10-0046

SIGNATURE OF PERSON FINGERPRINTED

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

RESIDENCE OF PERSON FINGERPRINTED

ALIASES AKA

O  
R  
I

DATE OF BIRTH DOB  
Month Day Year

CITIZENSHIP CTZ SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

REF.

MISCELLANEOUS NO. MNU

REASON FINGERPRINTED

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

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
CJIS DIVISION/CLARKSBURG, WV 26306**

**APPLICANT**

**1. LOOP**



CENTER OF LOOP

DELTA

THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

**2. WHORL**



DELTA

THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

**3. ARCH**



ARCHES HAVE NO DELTAS

**THIS CARD FOR USE BY:**

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.  
 Ensure all information is typed or legibly printed using blue or black ink.  
 Enter data within the boundaries of the designated field or block.  
 Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- \* The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)
- \* criminal fingerprint cards also require an arrest charge and date of arrest.
- \* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.  
 Do not enter data or labels within 'Leave Blank' areas.  
 Ensure the 'Reply Desired' field is checked when applicable (criminal only).  
 Ensure fingerprint impressions are rolled completely from nail to nail.  
 Ensure fingerprint impressions are in the correct sequence.  
 Ensure notations are made for any missing fingerprint impression (i.e. amputation).  
 Do not use more than two retabs per fingerprint impression block.  
 Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: [fbi.gov](http://fbi.gov), click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at [cliaison@leo.gov](mailto:cliaison@leo.gov).

**PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 26 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

**INSTRUCTIONS:**

- \* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
  2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
  3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- \*\* MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).