

**PLEASE READ ALL  
INSTRUCTIONS  
CAREFULLY**

**MISTAKES OR  
OMISSIONS WILL  
DELAY THE  
CLEARANCE  
PROCESS**



## Fingerprinting Instructions and Information

Defense Contract Audit Agency

ATTN: CS

8725 John J Kingman Dr, Suite 2135

Ft. Belvoir, VA 22060

703-767-1093

[dcaa-cs@DCAA.mil](mailto:dcaa-cs@DCAA.mil)

# APPLICANT FINGERPRINT INSTRUCTIONS

**Please read these instructions carefully before you begin the fingerprinting process**

- 1. Fingerprint Card.** A technical fingerprint check is required as part of the security investigation. You must complete the fingerprint card, regardless of whether you have previously been fingerprinted for any other reason.
  - You must use an SF 87 fingerprint card (NOT an FD 258). Ensure the card you have is an SF 87.
  - You may have your fingerprints taken electronically (Livescan). If the location has the capability to send the prints to OPM electronically, you will need to provide them with the following: SON: DD06; SOI: DD06; IPAC: DOD-DCAA. If the location cannot send to OPM, they must print a hard copy of your fingerprints onto an SF 87, and you must send to CS (see #5).

- 2. Complete the Top Portion of the Fingerprint card IN BLACK INK.** Fill out the top of the fingerprint card as completely as possible, in accordance with the sample shown. Please compare your card to the sample very carefully. The card cannot be properly indexed by the FBI without this information; therefore, incomplete cards will be returned to the applicant. **If your card is missing information or has stray marks, it will be rejected**, resulting in a significant delay in processing your application for certification. (See the sample attached.)

- 3. Get Fingerprinted.** You may have your prints taken by a government facility, security office, local police station or sheriff's department, or any other entity qualified to take official fingerprints. We encourage you to contact one of the above in advance to make arrangements for obtaining your fingerprints. You may be charged a fee by the fingerprinting entity for the "rolling" of your fingerprints. If you live in the Washington DC metro area, you may have your fingerprints taken free of charge by DCAA Security. Please call 703-767-1093 to make an appointment.

You must bring at least one form of picture identification to your fingerprint appointment. Sign the card in the presence of the fingerprint technician. The individual rolling your fingerprints must sign the fingerprint card in the designated space.

- Prints must be taken by someone experienced in rolling fingerprints. Please be sure that the prints are legible. If they are smudged or blurred, the prints will be rejected by the FBI, and you will be required to submit a new set of prints, which may delay the processing of your investigation.**

- 4. Send the Completed Fingerprint card to DCAA Security.** Please send your completed fingerprint card, as well as any documentation outlining any missing fingers, deformity of the hands and/or fingers or skin irritation, to DCAA **via Priority Mail** at the address listed below. **Overnight or Express mail is not required** and is not the preferred method for returning your fingerprint card to DCAA Security.

- 5. Where to Mail Your Fingerprint card.** Please mail your fingerprint card to DCAA Security:

ATTN: CS

Defense Contract Audit Agency

8725 John J. Kingman Rd, Suite 2135

Fort Belvoir, VA 22060

**DO NOT SEND THE FINGERPRINT CARD TO THE FBI. The card must be returned to DCAA.**

**Rejection of Fingerprint Request.** There are several reasons why a fingerprint card may be rejected prior to the completion of the fingerprint process. The FBI may reject the fingerprint card because there was a problem with the quality of the fingerprints, such as the fingerprints were smudged, blurred, too light or too dark to be read. If a fingerprint card is rejected, DCAA will notify the applicant of the rejection and the applicant will be required to resubmit the fingerprint card for reprocessing.

**SAMPLE FINGERPRINT CARD**  
(The information may be typed or legibly printed)

SF 87 (REV. APRIL 2006) US OFFICE OF PERSONNEL MANAGEMENT E.O. 10450		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE INITIAL			FBI LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED <i>Your Signature Here</i>		O R I USOPMOOOZ - FIPC BOYERS, PA		LAST NAME FIRST NAME MI				
RESIDENCE OF PERSON FINGERPRINTED 1234 YOUR STREET ADDRESS CITY, STATE 12345		SERIAL NO. (OPM USE ONLY) OCA			DATE OF BIRTH DOB MONTH DAY YEAR 11 15 1972		PLACE OF BIRTH POB	
DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		ALIANES AKA NEE: FMR MG:		SEX F	RACE A	HGT 5'4"	WGT. 145	EYES BRO
TITLE AND ADDRESS		SCARS, MARKS, AND TATTOOS		HAIR BRO	MA		LEAVE BLANK	
POSITION TO WHICH APPOINTED APPLICANT		FBI NO. FBI		CLASS		REF		
DEPARTMENT, BUREAU, AND DUTY STATION (CITY AND STATE) DCAA 8725 JOHN J. KINGMAN RD FORT BELVOIR, VA 22060		SOCIAL SECURITY NO. SOC 123-45-6789						

**Fingerprint technician dates, signs, and completes this portion**



The following (highlighted areas) must be filled out in order for a card to be processed:

**NAME:** Print or type the Last Name, First Name and Middle Name of the person being fingerprinted

**Signature of Person Being Fingerprinted:** The person being fingerprinted must sign his or her legal name in this block. The card should be signed prior to rolling the fingerprints to prevent smearing. However, the card must be signed in the presence of the official taking the fingerprints.

**Residence of Person Fingerprinted:** List the street address, city and state of the fingerprinted person

**Aliases (AKA):** List any aliases used in the past (e.g. Dutch, Tex, Bunny) Female applicants using a married name should enter their maiden name or names due to former marriage in this block

**Position to Which Appointed:** Enter "Applicant"

**Department, Bureau, and Duty Station (City and State):** Enter "DCAA 8725 John J. Kingman Rd., Fort Belvoir, VA 22060"

**Social Security Number (SOC):** Enter the social security number of the person to be screened.

**Date of Birth (DOB):** Date of birth must be entered as month, day, year. If birth date is unknown, then enter the age of the applicant or the year of birth.

**Sex:** Use M for Male and F for Female

**Race:** Use one of the following letters:

W – White

B – Black

I – American Indian or Alaskan Native

A – Asian or Pacific Islander

U – Unknown

**HGT (Height):** Enter height in feet and inches such as 5'11" as 511. Do not use fractions.

**WGT (Weight):** Enter weight in pounds such as 180 lbs. as 180

**EYES:** Your eye color. Use the following abbreviations:

BLK – Black

BLU – Blue

BRO – Brown

GRY – Gray

GRN – Green

HZL – Hazel

**HAIR:** Your hair color. Use the following abbreviations:

BLK – Black

BRO – Brown

GRY – Gray

RED – Red

WHI – White

BAL – Bald

BLD – Blonde

**Place of Birth (POB):** Enter the state, territorial possession, province or country of birth.