

CJIS FINGERPRINTING SUPPLY REQUISITION FORM

To: Federal Bureau of Investigation Attention: Logistical Support Unit (LSU), CJIS Division 1000 Custer Hollow Road Clarksburg, WV 26306		Date _____	
Form Number	Description	Quantity without ORI#	Quantity with ORI#
FD-249	Arrest and Institution Fingerprint Cards (white card with red ink)		
FD-258	Applicant Fingerprint Cards (white card with blue ink)		
MISCELLANEOUS CARDS and FORMS			Quantity
FD-353	Personal Identification Fingerprint Cards		
FD-884	Palm Prints (white card with red ink)		
FD-884a	Standard Supplemental Finger & Palm Print Cards (white card with red ink)		
Live Scan Card	Completely Blank (white card)		
R-84	Final Disposition Report Form		
I-12	Flash/Cancellation Notice		
1-433a	Supervision Transfer Notice		
ENVELOPES			Quantity
	Manila Envelopes: (Used in mailing print cards, forms & misc. items to the FBI Only) 9 1/2" x 12"		
	Blue Envelopes: (Use for mailing "direct billing" prints to the FBI Only) 8 3/4" x 8 3/4"		
	ABA Envelopes 8 3/4" x 8 3/4" with Packing Slip: (Used only by American Bankers Assoc.)		

Orders may be faxed to (304) 625-3984

or

Submitted electronically at : www.FBI.Gov
 Click on: More Services
 Click on: Fingerprint Card Orders

Service Numbers: Questions may be directed to LSU at (304) 625-3983

ORI Number _____ (Must Be Furnished Even If You Are Ordering Blank Cards)

Agency _____

Agency point of contact & telephone # _____

Complete shipping address (no P.O. Box, if possible) _____

City, State and Zip Code # _____