



## FD-258 Form Guide

If you are submitting your fingerprints via mail (required for all out-of-state applicants), you must use FD-258 Form. If a completed FD-258 Form is not mailed to AZ DPS, your Fingerprint Clearance Card application will remain incomplete. Please note, The FD-258 Form is sometimes referred to as a “fingerprint card” since it is the *card* (paper) you put your ink *fingerprints* on, but it is not the same as a Fingerprint *Clearance* Card and cannot be accepted in place of one.

Below the process to obtain and submit FD-258 Form is outlined for IVP and Non-IVP card applicants. The process is different for the two types of cards, so please review carefully. Please see the [Fingerprint Clearance Card Instructions](#) for information on how to apply for the AZ DPS Fingerprint Clearance Card if you have not submitted your application.

### For IVP Applicants

- You must **wait to receive the envelope with the required documents via mail** from AZ DPS
- Once you have received the documents from AZ DPS, you must take all required items, as listed on the fingerprint card request notice, to a facility that offers **identity verified** fingerprinting.
- The person taking your fingerprints must complete the required section of the fingerprint card request, take your fingerprints, and mail the request and FD-258 Form to AZ DPS in the blue envelope provided.
  - The person completing your fingerprints is **not** permitted to give you the FD-258 Form back.
  - FD-258 Forms that are not submitted by the person completing the fingerprinting will **not** be processed.

### For Non-IVP Applicants

#### To Obtain Form FD-258

Either...

- Contact your local law enforcement agency or professional fingerprinting services for information on where to obtain the FD-258 Form, **OR**
- Contact [CON-OSAA@arizona.edu](mailto:CON-OSAA@arizona.edu) and request the form be mailed to you, **OR**
- Contact AZ DPS to request the form be mailed to you (typically the slowest option)

#### To Complete Form FD-258

- Contact your local law enforcement agency or professional fingerprinting service to have your fingerprints completed.
- On the top of the form, complete all sections highlighted in yellow on the example below. Use this example and the table on the next page to ensure you complete the form correctly.

<b>APPLICANT</b> <small>*See Privacy Act Notice on Back.</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME NAM FIRST NAME MIDDLE NAME				FBI LEAVE BLANK			
FD 258 (Rev. 5-15-17) 1110-0A046		SIGNATURE OF PERSON FINGERPRINTED		ALIASES, AKA				OR AZDPS2000 DPS-AFIS OPERTNS PHOENIX, AZ			
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR	DATE OF BIRTH DOB Month Day Year	PLACE OF BIRTH POB
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <b>DO NOT WRITE HERE - COMPLETED BY THE FINGERPRINT OFFICIAL</b>			YOUR NO. OCA		LEAVE BLANK					
EMPLOYER AND ADDRESS University of Arizona College of Nursing 1305 N Martin Ave Tucson, AZ 85721		UNIVERSAL CONTROL NO. UCN		ARMED FORCES NO. MNU		CLASS _____					
REASON FINGERPRINTED Fingerprint Clearance Card ARS 41-1758-01 & 41-1758-02		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		REF. _____					

SECTION	HOW TO COMPLETE
ENTIRE FD-258 FORM	<ul style="list-style-type: none"> <li>Type or print legibly, in <b>black ink only</b></li> <li>Stay within the blocks; do not overlap the blue lines</li> <li>Use no more than one correction paper tab per fingerprint block (where prints are rolled)</li> <li>Do not write in the fingerprint block except “amp” (amputated) or “bnd” (finger bandaged)</li> <li><b>Do not staple</b> anywhere on the card</li> <li><b>Do not fold</b> the form</li> </ul>
NAME	Must exactly match the name on the application
SIGNATURE	Sign your legal signature
RESIDENCE	Enter your <b>residence</b> address, not your <b>mailing</b> address (unless they are the same).
EMPLOYER AND ADDRESS	If not pre-filled on the form, enter the information on the example above
REASON FINGERPRINTED	If not pre-filled on the form, enter the information on the example above
ALIASES/AKA	Enter any other names ever used in an official/legal capacity, including <b>maiden name</b> .
YOUR NO. (OCA)	If not pre-filled on the form, enter the information on the example above
MISCELLANEOUS NO. (MNU)	Enter your unique reference number <ul style="list-style-type: none"> <li>Located in your AZ DPS account online message center</li> <li>If this is not included on or with the form, your application will not be processed</li> </ul>
ORI	If not pre-filled on the form, enter the information on the example above
SEX	<ul style="list-style-type: none"> <li>F = Female</li> <li>M = Male</li> </ul>
RACE	<ul style="list-style-type: none"> <li>A = Asian/Pacific Islander</li> <li>B = Black</li> <li>I = American Indian/Alaskan Indian</li> <li>U = Unknown</li> <li>W = White or Hispanic</li> </ul>
HEIGHT (HGT)	Express in feet and inches; EX: 5’9” <ul style="list-style-type: none"> <li>Do not use fractions of an inch; round off to the nearest inch.</li> <li>Do not use metric system</li> </ul>
WEIGHT (WGT)	Express in pounds. EX: 139 lb <ul style="list-style-type: none"> <li>Do not use fractions of a pound; round off to the nearest pound.</li> <li>Do not use metric system</li> </ul>
EYE COLOR	<ul style="list-style-type: none"> <li>BLK = Black</li> <li>BLU = Blue</li> <li>BRN = Brown</li> <li>GRN = Green</li> <li>GRY = Gray</li> <li>HZL = Hazel</li> <li>MAR = Maroon</li> <li>MUL = Multicolored</li> <li>PNK = Pink</li> <li>XXX = Unknown</li> </ul>
HAIR COLOR	<ul style="list-style-type: none"> <li>BLK = Black</li> <li>BLN = Blonde</li> <li>BLU = Blue</li> <li>BRN = Brown</li> <li>GRY = Gray</li> <li>ONG = Orange</li> <li>PLE = Purple</li> <li>PNK = Pink</li> <li>RED = Red or Auburn</li> <li>SDY = Sandy</li> <li>WHI = White</li> <li>XXX = Unknown or completely bald</li> </ul>
DATE OF BIRTH	Enter in MM/DD/YYYY format
PLACE OF BIRTH	Enter the two-letter state abbreviation or spell out a foreign country.

### To Submit Form FD-258

Mail in a large secure envelope addressed to:

- Applicant Clearance Card Team  
PO Box 18390 – MD 3180  
Phoenix, AZ 85005-83690