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## **Acupuncture Board of Examiners**

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## **Fingerprint Card Instructions**

**Go to a criminal justice agency or private fingerprinting service and request the technician roll your prints onto the fingerprint card.**

### **Completion of Applicant Fingerprint Card**

The information must be legible and typed or printed in BLACK ink only.  
Incomplete cards will be returned to you.

1. Print your name: Last, first, and middle name.
2. Sign your name in the signature box.
3. Enter the address of the person being fingerprinted.
4. Enter your social security number.
5. Enter your date of Birth.
6. Enter your sex.
7. Enter your race using the abbreviations below:

### **Race**

A = Asian/Pacific Islander  
B = Black  
I = Native American/Alaskan Native  
H = Hispanic  
W = White  
U = Unknown

8. Enter your height (HGT): Use feet & inch measurements: 5'11" for 5 feet 11 inches, not 71 inches.
9. Enter your weight (WGT): Use whole numbers only in U.S. pounds.
10. Enter your eye and hair color using the abbreviations below:

### **Eye and Hair Color Abbreviations**

Blk = Black Bln = Blonde Red = Red/Auburn Gry = Gray

Sdy = Sandy Whi = White Blu = Blue Bro = Brown  
Grn = Green Haz = Hazel Mar = Maroon Pnk = Pink  
XXX = Unknown

11. Place of birth: Include only the state or country using authorized coded abbreviations.

**PLEASE DO NOT BEND THE FINGERPRINT CARD**

Submit the completed fingerprint card with your acupuncture application along with the required processing fee. **A MONEY ORDER IN THE AMOUNT OF \$22.00** payable to the Arizona Department of Public Safety (DPS). This fee is not refundable.

**PLEASE NOTE:** Finger print clearance cards are not accepted.

**Your fingerprints will be used to check the criminal history records of the FBI.**

**If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the job, license, or other benefit based on information in the criminal history record.**

**The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under "Identity History Summary Checks" or by calling (304) 625-5590.**

**To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website ([www.dps.gov](http://www.dps.gov)).**