



FD-258 Form Guide

If you are submitting your fingerprints to the Arizona Department of Public Safety (AZ DPS) via mail, you must use FD-258 Form. Please note, The FD-258 Form is sometimes referred to as a “fingerprint card” since it is the *card* (cardstock 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. Every applicant should only submit their fingerprints once, unless specially instructed otherwise by AZ DPS. If you do not submit your fingerprints to AZ DPS or submit them in a way that is not acceptable (see bullets below), your Fingerprint Clearance Card application will remain incomplete.

- Applicants completing their fingerprinting *outside* the state of Arizona, regardless of their state of residency, must complete physical ink fingerprints on the FD-258 Form and mail them to AZ DPS.
- Applicants completing their fingerprinting *within* the state of Arizona, regardless of their state of residency, can choose to *either* complete electronic fingerprinting or mail in the FD-258 Form.
 - If you are eligible to complete electronic fingerprinting, we recommend you do so as it saves a significant amount of processing time.

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 or how to locate an electronic fingerprinting facility, if you do not have to complete the FD-258 Form.

For IVP Applicants

- You must **wait to receive the envelope with the required documents via mail** from AZ DPS
 - If you have not received your envelope in 10 business days, please contact the [AZ DPS Fingerprint Clearance Card Team](#) directly.
- 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

- Contact your local law enforcement agency or professional fingerprinting services for information on where to obtain the FD-258 Form, **OR**
- Contact CON-Compliance@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, fill in the following personal information: name, date of birth, sex, race, height, weight, eye color, hair color, place of birth, SSN (or other identifying numbers), and your fingerprint clearance card application number (under miscellaneous no.). **DO NOT SIGN, DATE, OR COMPLETE SECTIONS LABELED ‘LEAVE BLANK’.** Use the table on the last page to ensure you complete and mail the form correctly.

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