

**Blank Fingerprint Cardstock Order Form**

Division of Criminal Justice Services  
 State Identification Bureau  
 80 South Swan Street  
 Albany, NY 12210

Please use this form only when ordering fingerprint cards from Division of Criminal Justice Services. To assure the accuracy of printed fields, please complete the entire "Agency Information" area. Incomplete forms may result in processing delays. Your cooperation is requested in assuring that fingerprint cards are utilized ONLY for their intended purpose.

**Please send any questions to the following email address:**

[dcjs.sm.fpcardrequest@dcjs.ny.gov](mailto:dcjs.sm.fpcardrequest@dcjs.ny.gov)

Agency Name	Date _____  ORI# _____ Transfer information <b>exactly</b> from the cards in use.
Street	
City, State, Zip	
Attn.:	
Phone:	

**PLEASE NOTE:** Orders of 500 or more are shipped via UPS. UPS does not deliver to PO Boxes.

FORM NUMBER	FORM DESCRIPTION	QTY. ORDERED	QTY. SHIPPED (DCJS only)	B / O (DCJS only)
DCJS- 2	ARREST F/P CARD			
DCJS- 2JD	JUVENILE ARREST F/P CARD			
DCJS-2-SJS	ARREST F/P CARD USED WITH SJS SOFTWARE			
DCJS-2JD-SJS	JUVENILE ARREST F/P CARD USED WITH SJS			
DCJS- 3	INSTITUTION ADMISSION F/P CARD			
DCJS- 4	NON-CRIMINAL F/P CARD			
DCJS- 6	INQUIRY F/P CARD			
DCJS- 9	CORRESPONDENCE INQUIRY FORM			
DCJS- 11	PERSONAL ID CARD			
DCJS- 12	CO-OP PAROLE F/P CARD			

**Note: For FBI Fingerprint Cards: Phone (304) 625-3983 / Fax (304) 625-3984**

**SUBMISSION OF THIS FORM TO DCJS IS THE ONLY ACCEPTABLE METHOD OF ORDERING THE FORMS BELOW**

FOR INTERNAL USE ONLY

RUN BY: \_\_\_\_\_

DATE: \_\_\_\_\_

If Submit button fails to generate an email,  
 please save form and submit to  
[dcjs.sm.fpcardrequest@dcjs.ny.gov](mailto:dcjs.sm.fpcardrequest@dcjs.ny.gov) .