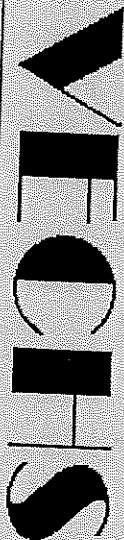


DIRECTIONS FOR COMPLETION OF A VECHS FINGERPRINT CARD

APPLICANT	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME										FBI	LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED 1		ALIASES <u>AKA</u> 7					O R I 8						
RESIDENCE OF PERSON FINGERPRINTED 2												DATE OF BIRTH <u>DOB</u> Month Day Year 19	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS 3		CITIZENSHIP <u>CTZ</u> 9	SEX 13	RACE 14	HGT. 15	WGT. 16	EYES 17	HAIR 18	PLACE OF BIRTH <u>POB</u> 20			
EMPLOYER AND ADDRESS 4		YOUR NO. <u>OCA</u> 10		LEAVE BLANK CLASS _____ CLASS _____									
REASON FINGERPRINTED 5		FBI NO. <u>FBI</u>											
		ARMED FORCES NO. <u>MNU</u> 11											
		SOCIAL SECURITY NO. <u>SOC</u> 12											
		MISCELLANEOUS NO. <u>MNU</u>											

1. Sign your normal signature
2. Enter your complete address, including city, state and zip code.
3. LEAVE BLANK
4. Enter your employer's complete name and address, including city, state and zip code.
5. Enter either "NCPA/VCA VOLUNTEER" or "NCPA/VCA EMPLOYEE."
6. Enter your last name, first name, and middle name. If no middle name, enter NMN. If middle initial only, enter MIO.
PRINT LEGIBLY AND IN BLACK INK ONLY!
7. Enter your maiden name or any previous married names. Also, include any other previous names and nicknames.
8. This should be pre-typed with the correct ORI for the VECHS Program, "FL922030Z FDLE TALLAHASSEE, FL".
9. Enter the country where you are a citizen. Ex: USA
10. Enter your VECHS Qualified Entity Number.
V + # = VOLUNTEER
E + # = EMPLOYEE
11. Enter your Armed Forces Number, if applicable.
12. Enter your complete social security number.
13. Enter M for male or F for female.
14. Enter one letter: W=White, B=Black, A=Asian, I=American Indian or Alaskan Native, U=Unknown.
15. Enter your height in 3 digits, e.g., 410=4 feet 10 inches, 500=five feet, 602=6 feet two inches.
16. Enter your weight in 3 digits, e.g. 098=ninety-pounds, 185=one hundred eighty five pounds.
17. Enter your eye color in 3 letters, BLU=blue, BRO=brown, GRN=green, GRY=gray and HAZ=hazel.
18. Enter your hair color in 3 letters, BAL=bald, BLK=black, BLN=blond, BRO=brown, GRY=gray, RED=red or auburn, SDY=sandy, and WHI=white.
19. Enter your date of birth in six digits only, e.g., 121173=December 11, 1973, 020550=February 5, 1950.
20. Enter the state where you were born in two letters, e.g., FL=Florida. Otherwise enter the country were you were born.

Call a law enforcement agency to determine whether it has personnel who will roll your fingerprints for you the hours that they are available and their location. Be certain to have at least one form of photo identification with you. Do not send fingerprint cards with missing fingerprints or without annotation of amputation(s).



Volunteer & Employee Criminal History System

NOTICE OF FEE INCREASE

EMPLOYEES - \$47.00

VOLUNTEERS - \$36.00

The Florida Legislature increased the fee for Florida criminal history information effective July 1, 2003. It is anticipated that the Governor will sign this bill into law. See Senate Bill 10A at <http://www.flsenate.gov/session/index.cfm> for more information.

The total fee including the national portion will become \$36 for each volunteer and \$47 for each employee. The new fee is higher than the allowed fee for volunteers under the National Child Protection Act, as amended -- therefore, the state portion of the fee for volunteers will be \$18 and the state portion of the fee for employee checks will be \$23.

If you have questions, you may call the Criminal History Applicant Section's VECHS Team at (850) 410-8324.