

# NON-CRIMINAL JUSTICE REQUISITION FOR APPLICANT FINGERPRINT CARDS AND FORMS

Please use this form to order your fingerprint cards.

**Forward to:** NC State Bureau of Investigation  
Criminal Information & Identification Section  
Post Office Box 29500  
Raleigh, NC 27626-0500



**Email to:** CIISHelp@ncsbi.gov

**Fax To:** (919) 661 - 4890

<u>Form Number</u>	<u>Description</u>	<u>Quantity</u>
<b>FD-258</b>	<b>Applicant Fingerprint Card</b>	
	<ul style="list-style-type: none"> <li>• Federal Fingerprint Card: Public Law 105.277 Licensed/Certified Direct Patient Care * <i>Order only if approved for use of ORI NC.....C9Z</i> *</li> </ul>	_____
	<ul style="list-style-type: none"> <li>• Standard Criminal State <b>and/or</b> Federal Background Check Federal Fingerprint Card: SB41-2005 ** <i>For all other uses: ORI NC.....00</i> **</li> </ul>	_____

Date: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Street Address (not P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_, NC Zip: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Phone: \_\_\_\_\_

Enter with Punctuation  
Include Area Code  
Ex: (123) 456-7890

**If you should have any questions regarding this order, call (919) 582-8660.  
Please allow up to two weeks for delivery of supplies.**

### For SBI Use Only

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

RECEIVED VIA (*circle one*) : EMAIL — DCI — US MAIL — PHONE — FAX

Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_