



# Instructions for Collecting Fingerprints

**The individual carrying this form is required to have his fingerprints submitted to the TSA. In the interest of national security, local law enforcement is being asked to assist in this process.**

**All Federal fees for Processing have been paid.**

## **INSTRUCTIONS FOR LAW ENFORCEMENT OFFICER OR AIRPORT BADGING OFFICE:**

Please verify the individual's identity using two forms of identification: one of which must be a government issued ID and one must have a picture (For example, a driver's license and an employee badge).

- Have the individual sign all of the pages in your presence.
- Fill in Section 2 of the Custody and Control Form and sign it.
- Take the fingerprints of the individual.
- Put the fingerprint card and paperwork in the overnight envelope supplied by the individual and seal the envelope.

### **Law Enforcement - Live Scan Instructions**

- CD Recordable – Place recorded CD in envelope
- Transmission Instructions available at or call 800.788.3210
- You will need to enter the Unique Identifier information located under the bar-code on the applicant's paperwork into the Attention (2.006) field (some live-scan vendors refer to this as the agency data field). This number will consist of a nine-character code, a hyphen, then a five-character code (example AV0000000-00001).
- Return the envelope with signed documents to the individual for shipping.

### **Airport Instructions - Live Scan Instructions**

- Instead of using an SON as you currently do, you will use an SID (shortened identifier) in the place of the SON. It is formatted the same and should not present a problem for your live-scan machine. Please call 800.788.3210 to obtain the SID#.
- There are four new SOIs, now referred to as PIDs (process identifiers). Instead of using TD00, TD26, TD28 or TD30, you will need to choose or enter the following code for PID for SOI
  - PA02 (Any Program submitted through NATA)
  - You will need to enter the Unique Identifier information located under the bar-code on the applicant's paperwork into the Attention (2.006) field (some live-scan vendors refer to this as the agency data field). This number will consist of a nine-character code, a hyphen, then a five-character code (example AV0000000-00001).

**Send to:**

**NFCC**  
**National Fingerprint Collection Clearinghouse**  
 National Fingerprint Collection Clearinghouse  
 9400 Gateway Drive, Suite D  
 Reno, NV 89521  
 800.788.3210  
 Web: <https://www.NATACS.aero>