



Records, Communications and
 Compliance Division
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REQUISITION FOR ORDERING FINGERPRINT CARD SUPPLIES
For Use by LiveScan Vendors Only

| FORM NUMBER | DESCRIPTION | # of Cases (2,000/ per case) |
|-----------------|-----------------------------------|---------------------------------|
| CIVIL FD-258 | FBI FINGERPRINT CARDS WITHOUT ORI | |
| CRIMINAL FD-249 | FBI FINGERPRINT CARDS WITHOUT ORI | |

Please supply all information listed below and allow sufficient time for shipping.

Please note: To request Fingerprint Cards with your own agency's preprinted ORI, you must contact the FBI.

| | |
|-------------------------|--|
| Account Number: | |
| LiveScan Vendor: | |
| Attention: | |
| Street Address: | |
| City and State: | |
| Zip Code: | |

INSTRUCTIONS

1. A shipping label is required for each case ordered (shipping label to be included with order form).
2. DPS is not responsible for shipping charges. You **must** provide your own shipping label. All shipping charges, fees, etc. are to be paid by the vendor. Include in shipping directions box dimensions and box weight per shipping company instructions (boxes weigh approximately 35 lbs. each, and are 16½" long x 8½" wide x 7¾' deep).