



# FINGERPRINTING INFORMATION AND INSTRUCTIONS

STATE OF HAWAII  
DIVISION OF FINANCIAL INSTITUTIONS  
DEPARTMENT OF COMMERCE &  
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## FINGERPRINT INFORMATION

**ALL QUESTIONS REGARDING THIS FORM SHALL BE DIRECTED TO THE HAWAII DIVISION OF  
FINANCIAL INSTITUTIONS**

A. Attached are:

- (1) One (1) Fingerprint Card bearing the Division of Financial Institutions Originating Request Identifier ("ORI") No. HI920261Z Dept Comm Cons Aff Honolulu, HI ("Fingerprint Card") on its face;
- (2) DFI Authorization & Consent Form (DFI Form ACF-01-2009); and
- (3) DFI self-addressed envelope to enclose the completed Fingerprint Card IF AN AGENCY OTHER THAN THE HAWAII CRIMINAL JUSTICE DATA CENTER ("HCJDC") conducts the fingerprinting.

- DFI will only accept the Fingerprint Cards provided by DFI.
- Photocopies of fingerprint cards are unacceptable.
- The Fingerprint Card provided by DFI must be completed, regardless of whether you have been fingerprinted in conjunction with obtaining any other license or certification issued by the State of Hawaii or any other state, territory, country or jurisdiction.

B. Get Fingerprinted.

- (1) Persons in Hawaii can be fingerprinted either by a private agency<sup>1</sup> (consult Yellow Pages to find one, or by county police on the neighbor islands); or by the HCJDC.
- (2) You will need to:
  - (a) Show at least one form of government-issued picture identification;
  - (b) Sign the Fingerprint Card in the presence of the official "rolling" your fingerprints;
  - (c) Pay the fingerprinting entity fee for "rolling" your fingerprints; and
  - (d) Have the official "rolling" your fingerprints date and sign the Fingerprint Card in the designated space.

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<sup>1</sup> If you are going to be fingerprinted somewhere other than HCJDC, you are responsible for finding a qualified agency or company that can "roll" the fingerprints on the Fingerprint Card we supply. You must request that this third party agency or service seal the Fingerprint Card with the "rolled" prints in the attached DFI self-addressed envelope to be returned directly to DFI.

- (3) Prints must be taken by an official qualified to “roll” fingerprints. The fingerprints must be legible; if smudged or blurred, prints will be rejected by the HCJDC and the FBI, and you will be required to submit a new set of prints, which may delay the processing of the application; and additional fees may be incurred.
- (4) If you are missing a finger or have a skin irritation or deformity of the hands and/or fingers which prevents the taking of clear fingerprints, submit a statement explaining the situation from the official “rolling” the fingerprints (in the case of missing fingers or a deformity) or from a doctor (in the case of a skin irritation). The statement must be included with your Fingerprint Card at the time it is submitted to DFI.

C. Processing the Criminal History Record Check.

(1) **Fingerprints to be “Rolled” by HCJDC.**

- (a) Applicant downloads the following documents from the DFI website:

<http://www.hawaii.gov/dcca/dfi>

- (i) DFI Fingerprint Information and Instructions (DFI Form FP-01-2009); and
  - (ii) DFI Authorization & Consent Form (DFI ACF-01-2009);
- (b) Applicant emails DFI at [dfi@dcca.hawaii.gov](mailto:dfi@dcca.hawaii.gov) to request the appropriate number of Fingerprint Cards.
- (c) Applicant mails/delivers to DFI in the **attached self-addressed envelope** one (1) **copy** of each of the DFI Authorization & Consent Forms (DFI Form ACF-01-2009) showing the individuals’ completed sections.
- (d) Applicant takes the following ORIGINAL completed documents DIRECTLY to the HCJDC:
- (i) Fingerprint Card (one card per individual) with the required information on the card or on a separate paper;
  - (ii) DFI Authorization & Consent Form (DFI Form ACF-01-2009);
  - (iii) Proper fingerprint fee in the form of Money Order or Cashier’s Check <sup>2</sup>made payable to State of Hawaii (\$54.25 if fingerprints are “rolled” by HCJDC).

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<sup>2</sup> One money order/cashier’s check may be submitted for two or more fingerprint cards submitted at the same time. **Cash and personal checks will not be accepted.**

**(2) Fingerprints “Rolled” by Organization Other Than HCJDC.**

- (a) Applicant downloads the following documents from the DFI website:

<http://www.hawaii.gov/dcca/dfi>

- (i) DFI Fingerprint Information and Instructions (DFI Form FP-01-2009); and
- (ii) DFI Authorization & Consent Form (DFI ACF-01-2009);
- (b) Applicant emails DFI at [dfi@dcca.hawaii.gov](mailto:dfi@dcca.hawaii.gov) to request the appropriate number of Fingerprint Cards.
- (c) Applicant mails/delivers one (1) **copy** of each of the DFI Authorization & Consent Forms (DFI Form ACF-01-2009) showing the individuals' completed sections to:

Division of Financial Institutions  
Department of Commerce & Consumer Affairs  
Post Office Box 2054  
Honolulu, HI 96805

- (d) Applicant takes (in person) the following ORIGINAL completed documents DIRECTLY to the organization that will do the fingerprinting:
- (i) Fingerprint Card (one card per individual) with the required information on the card or on a separate paper;
- (ii) DFI Authorization & Consent Form (DFI Form ACF-01-2009);
- (iii) Proper fingerprint fee in the form of Money Order or Cashier's Check <sup>3</sup>made payable to State of Hawaii (\$39.25 if fingerprints are “rolled” elsewhere).
- (e) An individual has his(her) fingerprints “rolled,” in accordance with the procedures described above.
- (f) The official performing the fingerprint “rolling” must be the one to enclose and seal the completed Fingerprint Card, as well as any documentation outlining any missing fingers, deformity of the hands and/or fingers or skin irritation, to DFI in the **attached self-addressed envelope**.
- (g) DFI forwards the properly completed Fingerprint Card to the HCJDC, the fingerprint fee in the form of Money Order or Cashier's Check, and the individuals' signed Authorization & Consent Form to the HCJDC to do the criminal history record processing.

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<sup>3</sup> One money order/cashier's check may be submitted for two or more fingerprint cards submitted at the same time. **Cash and personal checks will not be accepted.**

**(3) Conducting the Criminal History Record Check.**

- (a) The criminal history record check will be processed by HCJDC by checking the State of Hawaii's criminal records database, and HCJDC will also electronically send a scan of the Fingerprint Card to the FBI for a criminal record check of the FBI's database.
- (b) HCJDC and the FBI will provide DFI with a copy of the individual's criminal history background, if any, so that DFI can make a determination regarding the individual's application.

**REMEMBER:**

**DO NOT SEND THE FINGERPRINT CARD TO ANY OTHER OFFICE.  
THE CARD MUST BE RETURNED TO DFI AT:**

**Division of Financial Institutions  
Department of Commerce & Consumer Affairs  
Post Office Box 2054  
Honolulu, HI 96805**

D. Rejection of Fingerprint Card. There are several reasons why a fingerprint card may be rejected prior to the completion of the fingerprint process. HCJDC and/or the FBI may reject the fingerprint card because there was a problem with the quality of the fingerprints (e.g., fingerprints were smudged, blurred, too light or too dark to be read). If a fingerprint card is rejected, DFI will notify the applicant of the rejection and the applicant will be required to re-submit the fingerprint card for re-processing; additional fees may be incurred.

E. Review of Criminal History Information. If there is no criminal history, DFI will start the application review process. If there is a criminal history, the matter will be reviewed by DFI, as well as the Hawaii Department of the Attorney General, pursuant to applicable Hawaii Revised Statutes, to determine whether there is a basis for a possible denial of the application. DFI will contact the applicant regarding any information needed to assess the individuals' eligibility as an officer, director, etc. with the applicant.

F. Denial of Application. If DFI makes an initial determination that the application should be denied based on the criminal history of any of the proposed officers, directors, etc., DFI follows the due process steps outlined in the applicable Hawaii Revised Statutes. The applicant will receive a denial letter, which advises the applicant on his/her right to appeal DFI's determination.

## **FINGERPRINT INSTRUCTIONS**

**(Please read these instructions carefully before you begin the fingerprinting process.)**

**Complete the Top Portion of the Fingerprint Card (complete only the sections noted directly on the card or on a separate sheet of paper and clip it to the Fingerprint Card).**

- **Do not use a highlighter on the Fingerprint Card.** The FBI's scanners cannot record the information if the card contains highlighter.
- **Do not overlap the borders of the block in which you enter information.** The scanners cannot read information that overlaps the block.
- **Do not use white-out on the Fingerprint Card.** If information on the card needs to be changed, you may use a white address label affixed within the blue borders of the block.
- **Do not overlap any information into the actual fingerprint area.**
- **Do not alter any pre-printed information on the Fingerprint Card.**

**FAILURE TO ADHERE TO THESE GUIDELINES MAY RESULT IN THE FINGERPRINT CARD BEING RETURNED AND A NEW FINGERPRINT CARD REQUIRED TO BE SUBMITTED; ADDITIONAL FEES MAY BE INCURRED.**



**The following information must be completed on the Fingerprint Card or on a separate sheet of paper in order for a Fingerprint Card to be processed:**

(The numbers correspond to the numbers shown on the SAMPLE of the Fingerprint Card.)

(1) NAME: Print or type the Last Name, First Name, and Middle Name of the person being fingerprinted.

(2) SIGNATURE OF PERSON BEING FINGERPRINTED: The person being fingerprinted must sign his/her legal name in this block. The card should be signed **prior** to rolling the fingerprints to prevent smearing. However, the card **must be signed in the presence** of the official taking the fingerprints.

(3) ALIASES (AKA): List any alias names or nicknames used in the past (e.g. Dutch, Tex, Bunny). Female applicants using a married name should enter their maiden name and any other married names in the block.

(4) Date of Birth (DOB): Date of birth must be entered numerically - month, day, year, e.g., May 11, 1948 = 05111948; October 15, 1930 = 10151930. If birth date is unknown, then enter the age of the applicant or the year of birth.

(5) Residence of Person Fingerprinted: List your current residence - street address, city and state.

(6) Citizenship (CTZ): Enter the country of which the applicant is a citizen.

(7) Sex: Use M for Male and F for Female.

(8) Race: Use the following letters (one only):

A = Asian  
B = Black  
I = American Indian or Alaskan Native  
W = White

(9) HGT (Height): Enter height in feet and inches using only numbers, e.g. 5'11" = 511, 6'11" = 611. Do not use fractions.

(10) WGT (Weight): Enter weight in pounds using only numbers, e.g. 180 lbs. = 180.

(11) EYES: Your eye color. Use the following abbreviations (one only):

BLK = Black  
BLU = Blue  
BRO = Brown  
GRY = Gray  
GRN = Green  
HAZ = Hazel

(12) HAIR: Your hair color. Use one of the following abbreviations:

BAL	=	Bald (if you have lost most of your hair or are hairless)
BLK	=	Black
BLN	=	Blonde (or Strawberry)
BRO	=	Brown
GRY	=	Gray (or partially gray)
RED	=	Red (or Auburn)
SDY	=	Sandy
WHI	=	White

(13) Place of Birth (POB): Enter the state, territorial possession, province or country of birth. If possible, enter the city and state (use zip code abbreviation) where you were born.

(14) EMPLOYER AND ADDRESS: Name and complete address of employer.

(15) REASON FINGERPRINTED: Application to DFI.

**DIVISION OF FINANCIAL INSTITUTIONS  
AUTHORIZATION & CONSENT FORM**

I, \_\_\_\_\_, authorize the State of Hawaii  
Division of Financial Institutions, to use my fingerprints for the sole purpose of conducting a criminal  
history record check that is required by the Division of Financial Institution’s application approval  
process and obtain the results of that completed criminal history record check.

FULL LEGAL NAME: \_\_\_\_\_  
(Type or Print Legibly)

Signature: \_\_\_\_\_

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

***THIS SECTION TO BE COMPLETED BY FINGERPRINTING COMPANY/AGENCY  
USED IF OTHER THAN THE HAWAII CRIMINAL JUSTICE DATA CENTER***

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

Name of Official “Rolling” the Fingerprints: \_\_\_\_\_  
(Type or Print Legibly)

Type of Picture Identification Inspected: \_\_\_\_\_  
(must be government-issued identification)

***FOR HCJDC USE ONLY***

RESULTS OF SEARCH:

No Match       No Record Found       Criminal History Attached

HCJDC: Mail Completed Results to: DIVISION OF FINANCIAL INSTITUTIONS  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
STATE OF HAWAII  
PO BOX 2054  
HONOLULU, HI 96805

FOR QUESTIONS: Call Division of Financial Institutions at (808) 586-2820.