



CCO Religious Accommodations Fingerprint Card

LAST NAME		FIRST NAME		MIDDLE NAME	SUFFIX (JR, SR, III)
DATE OF EXAM		EXAM ADMINISTRATION		CCO ID NUMBER	DATE OF BIRTH
SIGNATURE OF CANDIDATE FINGERPRINTED				LOCATION OF TAKING FINGERPRINTS	DATE AND TIME
SIGNATURE OF PROCTOR TAKING FINGERPRINTS				PRINTED NAME OF PROCTOR TAKING FINGERPRINTS	DATE AND TIME
1. RIGHT THUMB*		2. RIGHT INDEX*		3. RIGHT MIDDLE	4. RIGHT RING
5. RIGHT LITTLE					
6. LEFT THUMB*		7. LEFT INDEX*		8. LEFT MIDDLE	9. LEFT RING
10. LEFT LITTLE					

**Candidate must provide at least both thumb prints or both index prints.*

Fingerprinting Instructions:

1. Have the candidate fill out the information in the first two rows. Information must be legible.
2. Candidate's hands should be cleaned prior to taking fingerprints.
3. Grasp the candidate's hand at the base of the finger being printed with your right hand. Cup your hand over the candidate's fingers, tucking under those fingers not being printed at that time. Guide the finger being printed with your left hand, rolling from nail edge to nail edge, capturing the tip of each finger down to the first joint.
4. When rolling the finger on the ink pad, make sure the fingerprint pattern area is even covered with ink. The ink should cover from one edge of the nail to the other and from the crease of the first joint to the tip of the finger.
5. When taking the rolled impression, place the side of the finger bulb on the card. The finger is then rolled to the other side until it faces the opposite direction. Use slow, steady movement as you roll the finger. The weight of the finger itself is the maximum pressure needed to capture a clear fingerprint.
6. Ensure that each fingerprint taken is clearly legible.
7. Once the required prints have been obtained, sign and date the fingerprint card in the second two rows along with the candidate.

Additional fingerprint cards can be downloaded at www.nccco.org/fpcard