Before using a fingerprint card make sure the ORI number placed in box #1 is correct for your industry.
In addition to fingerprints, complete the upper portion of the card as follows:

1. Confirm that the ORI number printed on the card is correct for the type of application/Industry:
   - NY921970Z - Depository Institutions
   - NY921270Z - Insurance Industry *
   - NY921822Z - Licensed Financial Services
   - NY921860Z - Mortgage Industry **

2. Full name—last, first, and middle name (no initials).

3. Signature of person being fingerprinted, in ink.

4. All aliases and former names (if any) including maiden name, previous legal name, etc.

5. Date of birth: mm/dd/yyyy.

6. Current residential address (#, Street, City, State, Zip).

7. Country of citizenship (U.S. or foreign country).

8. Sex (M for male or F for female).

9. Race/ethnicity—use the following abbreviations:
   - A-Asian or Pacific Islander
   - B-Black
   - H-Hispanic
   - I-American Indian
   - U-Unknown/Other
   - W-White

10. Height expressed in feet (') and inches (") (i.e.: 5'5").

11. Weight expressed in pounds (i.e.: 170).

12. Eye color—use the following abbreviation:
   - BLK-Black
   - BRO-Brown
   - GRU-Gray
   - BLU-Blue
   - GRY-Gray
   - GRN-Green
   - HZL-Hazel

13. Hair color—use the following abbreviation:
   - BLK-Black
   - BRO-Brown
   - GRY-Gray
   - HZL-Hazel
   - BAL-Bald
   - BLD-Blonde
   - WHI-White

14. Place of birth, including city, state, province (if applicable) and country.

15. Date fingerprints taken (entered by agent on signing).

16. Signature of official taking fingerprints, in ink.

17. Subject’s potential employer and business address.

18. Enter industry type based on specific Service Code.

19. Applicant’s Social Security number (if you do not have a SS#, you must call DFS at (800) 342-3736).

20. * If the ORI in #1 is NY921270Z-Insurance Industry, you must enter your NAIC # in this field.

** If the ORI in #1 is NY921860Z - Mortgage Industry, you must enter your NMLS ID # in this field.