

## Fingerprint Request - Minnesota Correctional Facility

Find instructions for completing this form on the following page

CRIMINAL JUSTICE AGENCY REQUESTING FINGERPRINTS			
Requesting Agency		Request Date	
Address		Contact Phone/Fax	
Contact Person		Contact email	

At this time, requests sent to Minnesota Correctional Facilities (MCF) must be for Felony offenses only.

If supporting documentation resides in the Statewide Supervision System (S3), select "S3" and no further documentation is required. If supporting documentation does not reside in S3, select another source and attach supporting documentation (required):

S3 <input type="checkbox"/>	County Probation <input type="checkbox"/>	Community Corrections <input type="checkbox"/>	MNDOC <input type="checkbox"/>	Court Order <input type="checkbox"/>
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**Email this request to:**

**fingerprint.requests.doc@state.mn.us**

Minnesota State Statutes sections 299C.10 and 299C.11 require fingerprints from the subject below. Per Minnesota State Statutes section 299C.10 subdivision 1(7), this includes "persons currently involved in the criminal justice process, on probation, on parole, or in custody for any offense whom the superintendent of the bureau identifies as being the subject of a court disposition record which cannot be linked to an arrest record, and whose fingerprints are necessary to reduce the number of suspense files, or to comply with the mandates of section 299C.111, relating to the reduction of the number of suspense files". This subject's criminal history record will remain incomplete until a fingerprint card with the arrest record information is received by the Bureau of Criminal Apprehension.

**Correctional facilities should submit the fingerprints via Livescan or send ink and roll fingerprint cards to:** Bureau of Criminal Apprehension, MNJIS/Criminal History Unit, 1430 Maryland Avenue East, Saint Paul, MN 55106.

**\*\*DO NOT USE BLUE APPLICANT CARDS – THEY WILL BE REJECTED BY THE BCA\*\***

\* indicates a required field

INFORMATION FOR FINGERPRINT CARD					
Name:	*Last	*First	Middle	*Date of Birth:	
*Date of Arrest (DOA):		Date of Offense:		Charge Purpose:	Suspense
Arresting Agency NCIC ORI:		*Fingerprint as Adult or Juvenile? (Check One)		Adult <input type="checkbox"/>	Juvenile <input type="checkbox"/>
#	*Originating Agency CAG	*Offense/Charge	*Statute	Court File #	*Originating Case No. – OCA
1.					
2.					
3.					

INFORMATION REQUESTED BY MN CORRECTIONAL FACILITIES	
Offender ID Number:	

# Completing the Fingerprint Request - Minnesota Correctional Facility

The fingerprint card information should be completed by the criminal justice agency requesting fingerprints to resolve a criminal history suspense record.

## CRIMINAL JUSTICE AGENCY REQUESTING PRINTS:

Enter the criminal justice agency requesting the fingerprints, the requesting agency address, the name of the agency representative or official requesting fingerprints, the date of the request, and the requesting agency phone, fax, and email.

## INFORMATION FOR FINGERPRINT CARD MUST BE COMPLETED:

**Note:** \* indicates required data elements.

**\*Last Name, \*First Name and Middle Name** of the subject to be fingerprinted.

**\*Date of Birth** of the subject using the YYYYMMDD format.

**\*Date of Arrest (DOA):** The date the subject was taken into custody for the offenses using the YYYYMMDD format. If the subject was not taken into custody, the date on the citation, summons, or formal complaint may be entered.

**Date of Offense:** The date the offense occurred using the YYYYMMDD format. This date is located on the Initial Complaint Report.

**\*Charge Purpose:** The charge purpose is Suspense. Subject is printed to resolve a suspense record (from G3 Livescan Manual).

**Arresting Agency NCIC ORI:** The 9-character ORI of the agency that placed the subject into custody, detained, and escorted to the jail. The arresting agency may, or may not be, the originating or controlling agency. The fingerprinting/booking agency may, or may not be, the arresting agency.

**\*Fingerprint as Adult or Juvenile:** Select the "Juvenile" checkbox if the subject was petitioned to Juvenile court. Select the "Adult" checkbox if the subject was charged as an adult.

**\*Originating Agency (CAG):** The 9-character ORI identifier of the controlling agency. The originating controlling agency is the agency that referred the case(s) to the prosecutor for charging. Enter the CAG for each count, if different.

**\*Offenses/Charges:** The offense(s) that the subject was originally arrested for/charged with. The literal description of the statute should be used. Abbreviations should be avoided.

**\*Statute:** The correct general or specific statute number(s) for each offense. Statute information can be found at the Minnesota Criminal Justice Statute Service website: <https://www.mncjss.state.mn.us/>.

**Court File Number:** The alphanumeric sequential order of characters assigned to criminal cases by the courts (e.g. K123000789). These numbers are found in the Criminal History System (CHS) by querying New Suspense, Suspense History Report, or Suspense Search.

**\*Originating Case No. (OCA):** The originating law enforcement agency's case number. Count 1 should be the primary case number the prosecutor entered on the formal complaint. The case number on the Suspense Report may be used if it matches the agency case number. Additional counts added with other case numbers can be entered after the first count.

## INFORMATION REQUESTED BY MINNESOTA CORRECTIONAL FACILITIES:

**Offender ID Number:** The OID aids the prison officials in locating and identifying the subject of the fingerprinting request in their records system.