

Fingerprint Request - Minnesota Probation Agency

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	

FINGERPRINTING AGENCY			
Fingerprinting Agency:			
Fingerprinting Address:			
Appointment Date:		Time:	

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.

Agencies 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 ☐	Juvenile ☐
#	*Originating Agency CAG	*Offense/Charge	*Statute	Court File #	*Originating Case No. – OCA
1.					
2.					
3.					

PROBATION AGENCY AUTHORIZATION TO FINGERPRINT SUBJECT			
Probation/Corrections Agency		Request Date	
Address		Agent Phone/Fax	
Probation Agent		Agent email	
Signature of Probation Agent			

Completing the Fingerprint Request – Minnesota Probation Agency

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 FINGERPRINTS:

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. If the subject currently resides in the same county as the requesting agency, the requesting agency should enter the fingerprinting agency and fingerprinting address where the subject should appear.

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.

***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 Record Maintenance System 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.

INSTRUCTIONS FOR PROBATION AGENTS:

Probation agents have statutory authority to ensure that the subject appears for fingerprinting to establish a criminal history record by setting up an appointment with the local fingerprinting agency rather than requesting that the subject make the appointment. Enter the date and time of the appointment where indicated on the form and route, email, or fax a copy of the form to the fingerprinting agency. If the subject fails to report for fingerprinting, the court should be notified so further action can be taken to obtain fingerprints.