

# Fingerprint Information Worksheet

## SECTION I - GARRISON INFORMATION AND INSTRUCTIONS

This document is intended to help you obtain your child services background check fingerprints in the most expedient manner possible. You must present this form to the Security Office to be fingerprinted. To start the process, contact your local Security Office to schedule an appointment for fingerprinting.

\* For volunteers, short term contractors and "others" fingerprints **MUST** be completed before submitting work order ticket.

\* All other categories, fingerprints must be taken within seven (7) calendar days of receipt of this form.

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*Driving directions:*

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HOURS OF OPERATION	PHONE NUMBER	ADDRESS



### CONTACT INFORMATION AT SPOKE LOCATION FOR FINGERPRINTING

GARRISON	NAME	PHONE	EMAIL ADDRESS



## SECTION II - SUBJECT'S INFORMATION

LAST NAME	FIRST NAME	MI



## SECTION III - BCA CONTACT INFORMATION FOR BACKGROUND CHECK PROCESSING

GARRISON	NAME	PHONE	EMAIL ADDRESS



## SECTION IV - REQUESTER INFORMATION

DIGITAL SIGNATURE
DATE



## SECTION V - ADDITIONAL FP REQUIREMENTS

Additional Cards Needed?	For which states? <i>(Also see attached chart)</i>	
SOI/SON	UIC	IPAC
		<b>DA-Army</b>



## SECTION VI - CDE/SECURITY AGENCY USE ONLY *(Return via email to Requestor)*

PRINTED NAME	SIGNATURE	DATE COMPLETED



# FORT STEWART

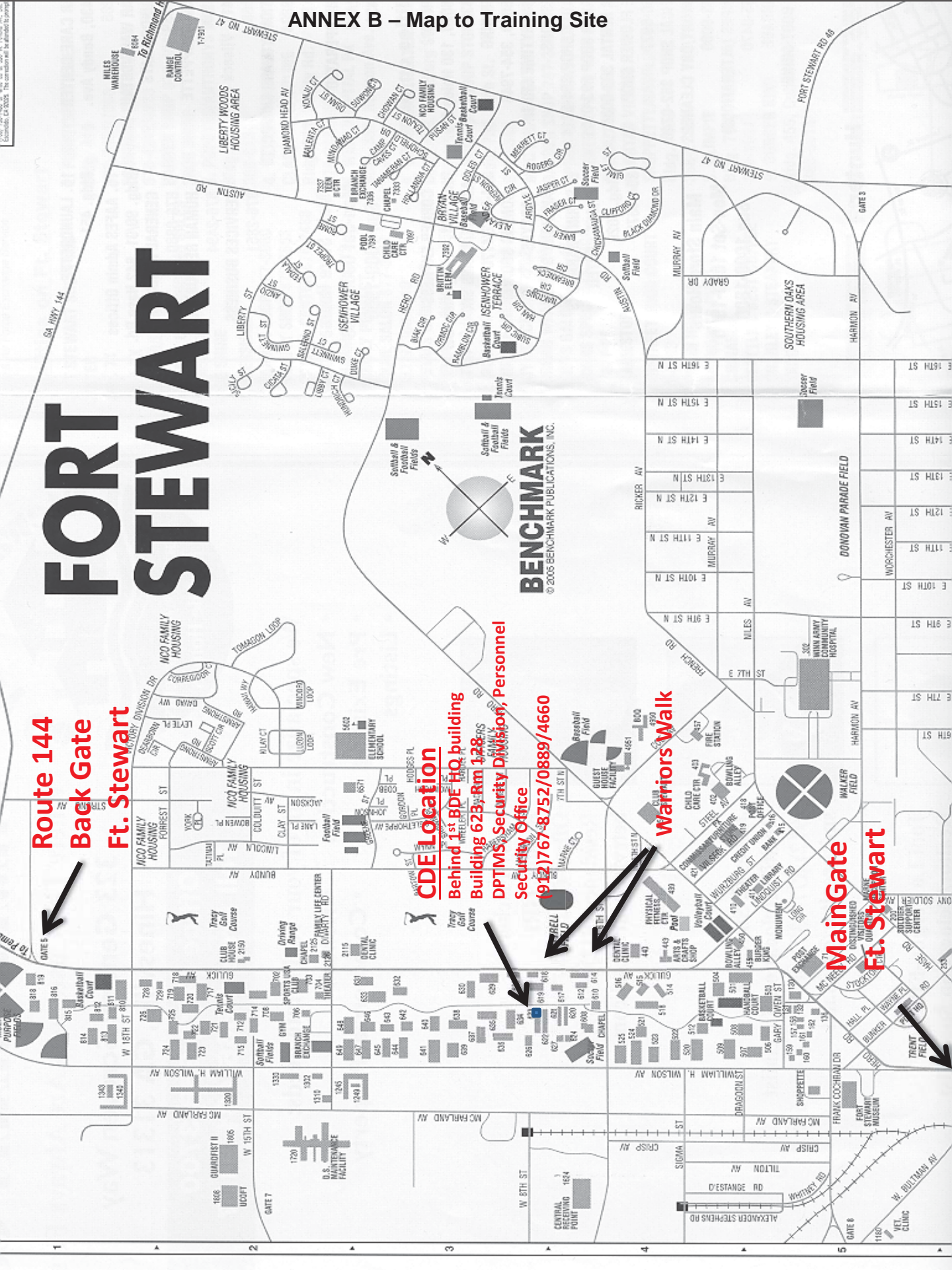
**Route 144**  
**Back Gate**  
**Ft. Stewart**

**CDE Location**

**Behind 1st BDE HO building**  
**Building 623, Rm 128**  
**DPTMS Security Division, Personnel**  
**Security Office**  
**(912)767-8752/0889/4660**

**Warriors Walk**

**Main Gate**  
**Ft. Stewart**



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