

# OTTER TAIL COUNTY HUMAN SERVICES

- Services for vulnerable adults and children -  
- Safety net of benefits to help people meet their basic needs of food, shelter and medical care -  
- Assist disabled and disadvantaged people to achieve self-sufficiency and independence -

TO: Person/s Required to be Fingerprinted for Child Foster Care Licensing or Adoption Services

FROM: Carla Johnson-Rownd, SW

RE: Instructions to Complete the Fingerprint Card

Date:

As of July 1, 2006 the State of Minnesota requires all persons age 18 or older to be fingerprinted when they go through the child foster care licensing or adoption process. Enclosed is a fingerprint card, a sample fingerprint card and FBI codes on the back side of this memo.

The fingerprinting must be done at a law enforcement center. Please call ahead to make sure they can do the fingerprinting when you come in. You must use **black ink** when completing the fingerprint card. The sample fingerprint card highlights the blocks you need to complete. Enter any other names you were known by in the "Aliases AKA" block, i.e. maiden name if married, other previous last names or nick names you may have used. The "Date of Birth" block should be mmddyyyy, i.e. May 2, 1975 would be 05021975. Use the FBI codes on the back of this memo for citizenship, race, eye and hair color. The "Height" block should be a three digit number, i.e. five foot, eight inches would be 508. The "Place of Birth" block would be the state or country outside the USA you were born in. The "Residence of Person Fingerprinted" is your street and city address. **Do not fill in the "Employer and Address" block. That block is completed by the agency submitting the fingerprint card.** Your social security number is required. **Do not bend or fold the card because it will be rejected by the FBI and another card will need to be submitted.** Don't forget to sign the card before you return it to Otter Tail County.

If you have any questions, please contact Carla Johnson-Rownd, SW at 218-998-8237. Thank you.

Fees & Recoveries Unit  
535 Fir Ave West  
Fergus Falls MN 56537  
Phone 218-998-8230  
FAX 218-998-8270

NYM Human Services  
118 N Main Box 247  
New York Mills MN 56567  
Phone 218-385-3945  
FAX 218-385-3987

Energy Assistance  
535 Fir Ave West  
Fergus Falls MN 56537  
Phone 218-998-8230  
800-450-2310  
FAX 218-998-8270

Social Service Unit  
530 Fir Avenue W  
Fergus Falls MN 56537  
Phone 218-998-8150  
FAX 218-998-8213

Child Support Services  
121 W Junius, Suite 130  
Fergus Falls MN 56537  
Phone 218-998-8640  
FAX 218-998-8652

## FBI CODES

| <u>Color</u> | <u>Code</u> | <u>Color</u> | <u>Code</u> |
|--------------|-------------|--------------|-------------|
| Black        | BLK         | Blue         | BLU         |
| Brown        | BRO         | Gray         | GRY         |
| Green        | GRN         | Hazel        | HAZ         |
| Maroon       | MAR         | Multicolored | MUL         |
| Pink         | PNK         | Unknown      | XXX         |

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## HAIR COLOR

| <u>Color</u>            | <u>Code</u> | <u>Color</u>    | <u>Code</u> |
|-------------------------|-------------|-----------------|-------------|
| Bald (III records only) | BLD         | Purple          | PLE         |
| Black                   | BLK         | Red or Auburn   | RED         |
| Blue                    | BLU         | Sandy           | SDY         |
| Brown                   | BRO         | White           | WHI         |
| Gray or Partially Gray  | GRY         | Completely Bald | XXX         |
| Green                   | GRN         |                 |             |
| Orange                  | ONG         |                 |             |
| Pink                    | PNK         |                 |             |

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## RACE

## CODE

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.

I

**Asian or Pacific Islander:** a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

A

**Black:** a person having origins in any of the racial groups of Africa.

B

**White:** a person having origins in any of the original peoples of Europe, North Africa, or Middle East.

W

**Unknown:**

U

Records for Hispanics should be entered with the race code most closely representing the individual.

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## CITIZENSHIP

United States = US  
Canadian  
Mexico  
Australian, etc.

Resident Alien = RA and include number