









## e-Services Portal Fingerprint Form Guidelines

Please review this helpful information to aid in the successful processing of Applicant's fingerprint submission in order to prevent delays or rejections. Soft copy fingerprint submissions must meet specific criteria for processing by DGI&P.

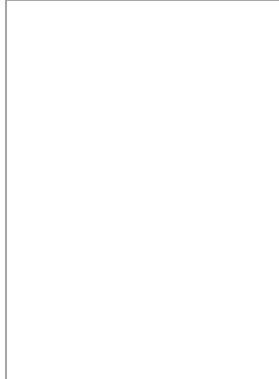
FINGERPRINT FORM		
THE FORM MUST BE		
<ul style="list-style-type: none"><li>Ensure all information is written in BLOCK letters using black ink.</li><li>Use Black ink pad to take fingerprint impressions.</li><li>Enter data within the boundaries of the designated field or block.</li><li>Complete all required fields. (If a required field is left blank, the fingerprint form may be immediately rejected without further processing.)</li><li>The form must be scanned at 600dpi, JPEG and in greyscale.</li></ul>		
		FOR FINGERPRINT SUBMISSION
		<ul style="list-style-type: none"><li>Do not roll the finger for taking fingerprints</li><li>Do not use highlighters on fingerprint form</li><li>Do not enter data or labels within 'Leave Blank' areas.</li><li>Ensure fingerprint impressions are in the correct sequence.</li><li>Ensure notations are made for any missing fingerprint impression (i.e. amputation).</li><li>Ensure no stray marks are within the fingerprint impression blocks.</li><li>Ensure that the fingerprints are not smudged</li></ul>
LEFT TILTED	RIGHT TILTED	
		
INCOMPLETE FINGERPRINT	STRAY MARKS	
		



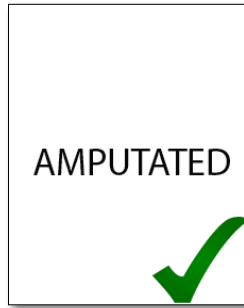
INVERTED  
FINGERPRINT



BLURRED FINGERPRINT



MISSING FINGERPRINT



CORRECT NOTATION