CAPTURING LEGIBLE FINGERPRINTS

Quick Tips
All subjects’ hands should be cleaned prior to printing:
• Soap and water are preferred.
• If soap and water are not available, rubbing alcohol may be substituted.

Moist hands:
• Wipe each finger with rubbing alcohol.

Hands with dry or flaky skin:
• Use a small amount of hand lotion and wipe off any residue.

Fine ridge detail:
• Apply a softening agent
• Use “Ridge Builder” – a commercial product often used instead of lotion
• Apply less ink or use less pressure

Instruct the subject to:
• Stand parallel to the work station
• Look away from the inkling plate
• Try not to assist
• Relax and let you do the work

Special Circumstances
Deformed or missing fingers:
If the finger is deformed, every attempt should be made to record the fingerprint in both the rolled and plain impression blocks. A positoner kit, which is more commonly known as a spoon, can be utilized to assist in recording these images. If unable to record the image, simply place a notation in the fingerprint block (e.g., deformed, webbed) or electronically apply the Unable to Print (UP) code in data field 2.084.

Missing fingers are fingers physically present but cannot be record-

ed at the time of capture due to injury. Each missing finger should be designated via a notation in the fingerprint block (e.g., bandaged, injured, crippled, paralyzed) or electronically apply the UP code in data field 2.084.

Fully amputated fingers:
An amputated finger occurs when the finger's first joint is no longer physically present. Amputated fingers should be designated via a notation in the fingerprint block (e.g., amput, missing at birth, severed) or electronically apply the Amputated (XX) code in data field 2.084.

Tip-amputated fingers:
If a portion of the first joint is present, record the available fingerprint pattern area in both the rolled and plain impression blocks.

Extra fingers:
When fingerprinting an individual with an extra finger, record only the thumb and the next four fingers. Do not record the extra finger as either a rolled or plain impression.

Scarred fingers:
Record scarred fingers in both the rolled and plain impressions without a rotation.

Worn fingerprints:
An individual, by the nature of their work or age, may have very thin or worn ridges in the pattern area. Apply light pressure and use very little ink to record these types of fingerprint impressions. A technique known as "rubbing the finger" can be used to raise the fingerprint ridges prior to printing. This technique involves applying pressure or rubbing the fingers in a downward motion from palm to fingertip.

Non-Discernable Images/Smudges
1. Do not apply excessive ink to the fingerprint.
2. Do not apply excessive pressure to the fingerprint.
3. During capture, turn subject's wrist and simply guide the finger being printed.

Proper Capture of Plain Fingerprint Impressions
CORRECT: Image captured horizontally.
INCORRECT: Image captured at an angle.

Multiple Images
Do not record multiple fingerprint images in a single fingerprint block.

Proper Capture of Image within Fingerprint Block
INCORRECT: Image printed too low in block. Image protrudes into neighboring fingerprint block.
CORRECT: Image printed in the center of the block.

White Lines/Cracks/Worn Ridges within Fingerprint Pattern Area
INCORRECT: Indicates dry, rough skin. Fingerprint ridge not visible.
CORRECT: Worn ridge detail may be improved with the following:
1. Ridge Builder
2. Corn Huskers Lotion
3. Lotion with Aloe Vera
4. Massage finger to force blood to ridge

Roll Fingerprints Nail to Nail*
(These instructions are not applicable if submitting flat impressions only.)

Loop Whorl
INCORRECT: Dots need to be present in both the Loop and Whorl patterns.
Correct: Dots need to be present in both the Loop and Whorl patterns.

Complete Pattern Area Not Present in Rolled Impressions
INCORRECT: Complete pattern area not present in rolled impressions.

Complete Pattern Area Not Present in Plain Impressions
INCORRECT: Complete pattern area not present in plain impressions.

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