

## Fingerprint Card Instructions for Guardians

**Step 1:** Obtain a fingerprint card from the Clerk of Court-Probate Division (425 N. Orange Avenue, Room 340, Orlando, Florida) or your attorney.

**Step 2:** Fill in all of the required information on the fingerprint card—the use of highlighters must not be visible on the card as it is cause for rejection by the FBI.

- Last name
- First name
- Middle initial
- Signature of person fingerprinted
- Aliases (AKA)
- Date of birth (DOB)
- Address of person fingerprinted
- Citizenship—CTZ
- Sex
- Race
- Height (HGT)
- Weight (WGT)
- Eye color
- Hair color
- Place of birth (POB)
- Employer's name and address (if applicable)
- Social Security Number (Soc)

**Step 3:** Since the hours for fingerprinting vary from agency to agency, please contact the law enforcement agency that is most convenient to you to inquire about the times and cost of fingerprinting.

**Step 4:** After your fingerprints have been taken, please return the fingerprint card, along with a check or money order in the amount of \$54.25 made payable to the Florida Department of Law Enforcement (FDLE) to: The Clerk of the Court (Probate Division) OR Wynter Solomon-Cuthbert, Court Program Specialist, 425 N. Orange Avenue, Orlando, Florida 32801.