



**Department of Veterans Affairs
Security and Investigations Center
2200 Fort Roots Drive Bldg #192
North Little Rock, AR 72114
501-257-4469/4490**

CONTRACTOR / EMPLOYEE FINGERPRINTING REQUEST FORM

SON: 430H / SOI: VAS0

(Please see instructions below for assistance in completing this form)

**** This form must be taken to the fingerprinting appointment ****

Purpose:

The Fingerprint Request Form is to assist individuals in obtaining fingerprinting services from VA Facilities nationwide.

CONTRACTOR / EMPLOYEE INFORMATION (PLEASE PRINT)

- Ⓐ Full Legal Name (First Middle Last): _____
- Ⓑ SSN Last Four: _____
- Ⓒ Contractor Company (If Applicable): _____

FACILITY INFORMATION

- Ⓓ VAMC Name & Location: _____
- Ⓔ Station Number: _____
- Ⓕ Date Fingerprinted: _____
- Ⓖ Method of Fingerprinting: Electronically / Manually
- Ⓗ Date Card Mailed to OPM*: _____

***After fingerprints are captured, upload this completed document to the SIC Resource Site.**

***If fingerprints are manually taken, please ensure the FD-258 Fingerprint Card is used and that it is mailed directly to the SIC at the address above:**

Form Completion Instructions:

- Ⓐ **Full Legal Name:** Please provide full legal name of individual requiring fingerprints.
- Ⓑ **SSN Last Four:** Please provide the last four of the individual's social security number.
- Ⓒ **Contractor Company:** Please indicate contractor company if individual is a contractor. Contracted employees are considered contractors.
- Ⓓ **VAMC Location:** Please provide the name and location of the VA Facility where the fingerprints were submitted.
- Ⓔ **Station Number:** Please provide the station number of the VA Facility where the fingerprints were submitted.
- Ⓕ **Date Fingerprinted:** Please provide the date that the fingerprints were submitted at the VA Facility.
- Ⓖ **Method of Fingerprinting:** Please indicate whether the fingerprints were submitted electronically or if manual fingerprints were submitted with ink and fingerprint card.
- Ⓗ **Date Card Mail to SIC:** If fingerprints were submitted manually, please provide the date the card was mailed .