



REQUISITION FOR ORDERING
FINGERPRINT CARD SUPPLIES

For Use by LiveScan Vendors Only

To: Department of Public Safety
 General Services Division
 333 W. Nye Lane, Suite 100
 Carson City, NV 89706
 Phone: 775-684-6262
 Fax: 775-687-3288

FORM NUMBER	DESCRIPTION	# of Cases (2,000 cards per case)
CIVIL FD-258	FBI FINGERPRINT CARDS WITHOUT ORI	
CRIMINAL FD-249	FBI FINGERPRINT CARDS WITHOUT ORI	

Please supply all information listed below and allow sufficient time for shipping.

Please note: To request Fingerprint Cards with your own agency's preprinted ORI, you must contact the FBI.

Account Number:	
LiveScan Vendor:	
Attention:	
Street Address:	
City and State:	
Zip Code:	

INSTRUCTIONS

1. A shipping label is required for each case ordered (shipping label to be included with order form).
2. DPS is not responsible for shipping charges. You **must** provide your own shipping label. All shipping charges, fees, etc. are to be paid by the vendor. Include in shipping directions box dimensions and box weight per shipping company instructions (boxes weigh approximately 35 lbs. each, and are 16½" long x 8½" wide x 7¾" deep).