

Instructions for New Sponsors Initial Fingerprint Cards

- 1) Two fingerprint cards are required for each applicant. The general cost is up to \$5 per card to have these done. These must be done at any Local or State Law Enforcement Agency. The Area is no longer paying for these.
- 2) Do NOT sign anything until you are in front of the police getting fingerprinted. They must see you sign the form, and they must sign, also.
- 3) Under "Employer and Address", leave it blank. I have stickers to put there.
- 4) In "Reason Fingerprinted" block, enter **NCP/VCA Volunteer**.
- 5) List name up top and any nicknames or aliases under Aliases. Leave "Your Number", "FBI number" and "Armed Forces number" blank.
- 6) Enter your SS# in that block. Beneath that, tracking number assigned by State Police must be entered in Miscellaneous Block. Put in **3104**.
- 7) Fill in the rest of the form except for the three "Leave Blank" sections.
- 8) Complete the SP-24 form for each applicant. Section I is all you have to fill out and sign. **This must be sent in with the fingerprint cards.** Total fee for Volunteers is \$26. Please send a check for this amount, made out to the Virginia Area Assembly.

If the FBI or State Police return a fingerprint card because of poor quality, the applicant must be fingerprinted again. I will let you know if this happens. The new card or cards must be attached to the rejected card or cards and returned to the State Police. This will ensure that you are not charged twice for the same applicant. You may be charged again for the fingerprinting depending where you go to have it re-done.
- 9) After two submissions of poor quality fingerprints, an additional \$24 will be charged for the third submission.
- 10) Mail the SP-24 form and two fingerprint cards to:

- 13) Section II and III must be filled out and signed by me and then I'll send in to the State Police.
- 14) **Do not fold the fingerprint cards.** Print "Do Not Bend" on the outside of the envelope, and include a piece of cardboard in the envelope. If the cards get bent, they come back unreadable and have to be taken again.