



Republic of the Philippines  
Department of the Interior and Local Government  
National Police Commission  
**PHILIPPINE NATIONAL POLICE**  
**CRIME LABORATORY**  
Camp Crame, Quezon City



**MEMORANDUM**

FOR : TDIDM

FROM : D, CL

SUBJECT : **Guidelines in Accepting or Rejecting Accomplished Fingerprint Cards**

DATE : March 12, 2012

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1. References:
  - a. LOI 02-2011 (Procedure for Collection of Tenprints of All-Booked Suspects at Police Stations Nationwide).
  - b. To further enhance the collection and registration of fingerprint cards to AFIS database.
2. ICOW the above references, submitted is a copy of guidelines in accepting or rejecting accomplished fingerprint cards for your reference.
3. For info.

  
**LORIE NILO ARROYO**  
Police Chief Superintendent

## GUIDELINES FOR ACCEPTING OR REJECTING ACCOMPLISHED FINGERPRINT CARD

### I. Use only fingerprint card from PNP CL accredited supplier.

**Reason for rejection** --- submission of non-prescribed fingerprint card. e.g., bond paper, oslo paper, etc..

### II. Use only fingerprint ink.

**Reason for rejection** --- use of stamp pad ink.

### III. The following information must be properly filled-out and complete; entries must be type written or printed, using black or blue ink only.

**NOTE.** In case the subject is illiterate, the Investigator On-Case or any of the subjects' relative should fill-out the information as required in the fingerprint card.

#### 1. Last Name, First Name, Middle Name:

- All boxes (last name, first name and middle name) must be completely filled-out except for Chinese, Japanese and other nationalities who have no middle name.
- Qualifier should be placed at the right side of the first name.

#### 2. Nickname,

- Other name/s of the subject.

#### 3. Date of Birth

- Must be in the order and character stated hereunder.  
Example; MM DD YYYY  
01 31 2012
- If the date of birth of the subject is not known to him/her or could not recall it, the apprehending officer may refer to the subjects' nearest kin, if could not, the investigator should estimate the age of the subject, e.g. **between 18 to 25 years old**, which should be noted in the box provided for the date of birth.

#### 4. Sex,

- Should be indicated by either "F" (female) or "M" (male).

#### 5. Address,

- Should indicate the Region, Province, City or Municipality and Barangay.

#### 6. Citizenship,

- Filipino, Chinese, Taiwanese, Japanese, etc.

#### 7. Occupation,

- Businessman, Company employee, etc.

#### 8. Place of Birth,

- Should indicate the Region, Province and City or Municipality.

#### 9. Built,

- Should be indicated by either "L"(large), "M"(medium) or "S"(small).

#### 10. Blood Type,

- Should either be "A", "B", "AB" or "O".

#### 11. Region, Province, City

- Should indicate the Region, Province and City or Municipality of the Police Station.

#### 12. APPREHENSION DATA:

- Should indicate the Case No. and the Arrest No.

#### 13. District, Barangay/ Zone, Police Station No.

- Should indicate the, Region. District, Barangay, Zone and Police Station No. of the arresting office.

#### 14. Charge or Offense

- Should indicate whether **Theft, Robbery, Rape** and /or **Murder** etc., must be in full word/s, no abbreviation.

#### 15. Photo

- Should be with 2"x2" or 2"x1 1/2" size picture.

**16. Business Address/ Company/ School**

- Should indicate the Region, Province, City or Municipality and Barangay

**17. Place of Arrest,**

- Should indicate the specific place where the person was arrested to include the Region, Province, City or Municipality and Barangay.

**18. Signature of Person Fingerprinted,**

- Handwritten signature should appear in black or blue ink.

**19. Date of Arrest,**

- Must be in the order and character stated hereunder

Example; MM DD YYYY

01 31 2012

**20. Name & Signature of Official Taking Fingerprint,**

- Must appear the handwritten signature over the printed name with rank in black or blue ink.

**21. Arresting Officer/s,**

The complete name of the arresting officer with the rank should appear.

**22. Court/Final Disposition,**

- Should indicate the status of the case, e.g. filed in court, RTC Br 12, QC; on bail; convicted, etc.

**23. Identifying Marks,**

- Scars, marks(tattoo) and amputation if any.

**IV. Fingerprint impressions:**

1. Fingerprint should be properly rolled and in the proper sequence.
2. Fingerprint should be at the center of each designated rolled and plain print boxes not touching or going beyond the individual box boundary lines.
3. Each rolled fingerprint must be clear and can be classified/ identified.
4. Each rolled fingerprint must clearly show the pattern area, the core (the center) down to the delta/s, except the arches.
5. Box or boxes with split thumbprint, webbed fingerprint and/or extra fingerprint should be cited or noted in the remarks provided at the other side of the fingerprint card.
6. Box or boxes with no rolled fingerprint must appear a notation as "amputated", "with fresh wound" and/or "with bandage".
7. Box with notation "left four finger s taken simultaneously" should be with the left four fingerprints clearly showing their correct individual height differences. (This formation aids the examiner in checking the proper sequence of the left hand rolled fingerprints).
8. Boxes with notation "right four fingers taken simultaneously" should be with the right four fingerprints clearly showing their correct individual height differences. (This formation aids the examiner in checking the proper sequence of the right hand rolled fingerprints).
9. Boxes with notation "left thumb" and "right thumb" should show the left thumb finger and right thumb finger plain impressions, respectively.