

**EMERGENCY MEDICAL SERVICES AUTHORITY**

10901 Gold Center Drive, Ste.400  
Rancho Cordova, CA. 95670-6073  
(916) 322-4336 FAX (916) 324-2875



## Instructions for Completing Fingerprint Card

As authorized by Health & Safety Code Section 1797.172, all new applicants for licensure as a Paramedic and Paramedics whose licenses have lapsed beyond one year are required to submit fingerprints for a criminal history check prior to being licensed. License applicants that reside outside of California are required to submit a fingerprint card (FD-258) for both a California Department of Justice (DOJ) and a Federal Bureau of Investigation (FBI) criminal history check.

California Penal Code Section 11102.1 precludes the DOJ from accepting applicant fingerprints unless the impressions were rolled by a certified fingerprint roller, or by an individual who is specifically exempt from the certification requirement. Currently, only law enforcement personnel and state employees who have met specified requirements are exempt from the certification requirement. This statute was enacted to protect the integrity of California's criminal history records and guard against fraud by certifying those individuals who roll applicant fingerprint impressions.

In order to meet this mandate and avoid the processing delays and additional costs that result from fingerprint rejects, individuals residing outside of California and applying for employment or licensure in California, who cannot be fingerprinted in California, must have their fingerprints rolled at a law enforcement agency in their state of residence.

The non-refundable fee for processing the DOJ criminal history check is \$32. There is an additional fee of \$17 for the FBI criminal history check, and a rolling fee to the agency doing the fingerprinting. The DOJ and FBI processing fees are in addition to the rolling fee which is normally paid directly to the agency doing the fingerprinting. The DOJ and FBI fees are subject to change without notice. Once you have had your fingerprints done, send your completed fingerprint card with a check or money order, payable to the Department of Justice, in the amount of \$49 for processing a DOJ and the FBI criminal history check, to:

California Department of Justice  
P. O. Box 903417  
Sacramento, Ca 94203-4170

DOJ will forward the fingerprints to the FBI for processing and the results of the criminal history check from both DOJ and the FBI will be sent directly to the Emergency Medical Services Authority.

To avoid a delay in your application for licensure, we recommend that you send your fingerprint card to DOJ at least 30 days before you expect to apply for your paramedic license to allow time for DOJ and FBI to process the fingerprints and submit the results to us.

If you have any questions, please call the Paramedic Licensure Unit at (916) 323-9875.

**IMPORTANT: Please read the following instructions on the reverse side carefully before sending in your fingerprint card.**

**(Over)**

## INSTRUCTIONS

**DO NOT FOLD CARD.** Please type or print in **black ink**. Fill in the following blocks completely.

1. **Signature of Person Fingerprinted**  
Place your signature here.
2. **Residence of Person Fingerprinted**  
Place your address here.
3. **Date**  
Date fingerprints taken.
4. **Signature of Official Taking Fingerprints**  
The official taking the fingerprints should sign.
5. **Employer and Address**  
EMS Authority  
10901 Gold Center Drive, Ste.400  
Rancho Cordova, CA. 95670-6073
6. **Reason Fingerprinted**  
License - Paramedic
7. **Name (NAM)**  
Indicate complete name.
8. **Aliases (AKA)**  
Indicate other names used (i.e., maiden name, nickname and/or alias name[s]).
9. **Date of Birth (DOB)**  
Indicate month-day-year of birth.
10. **Sex**  
Indicate sex code abbreviation.  
M=Male F=Female
11. **Height (HGT)**  
Indicate height in feet and inches.
12. **Weight (WGT)**  
Indicate weight in pounds.
13. **Eyes**  
Indicate eye color abbreviation.  
  
BLK = Black      GRY = Gray      MAR = Maroon  
BLU = Blue      GRN = Green      PNK = Pink  
BRO = Brown      HAZ = Hazel
14. **Hair**  
Indicate hair code abbreviation.  
  
BAL = Bald      BRO = Brown      SDY = Sandy  
BLK = Black      GRY = Gray      WHI = White  
BLN = Blond      RED = Red
15. **Place of Birth (POB)**  
Indicate the state or country of birth.
16. **FBI No.**  
Should be furnished if known.
17. **Social Security No. (SOC)**  
Indicate Social Security number.

When having your fingerprints processed please ensure all of the highlighted fields are input on the fingerprint card being used.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
		LAT NAME	NAM	F RS NAME	MO DL NAME		
SIGNATURE OF PERSON FINGERPRINTED		ALIASES		CA0349400 BU OF ID & IN SACRAMENTO, CA		DATE OF BIRTH DOB Mo- Day- Year	
IDENTIFICATION OF PERSON FINGERPRINTED		C INSURETY		RACE		HEIGHT	
DATE OF BIRTH		YOUR NO.		WEIGHT		EYES	
Emergency Medical Services Authority 10901 Gold Center Drive 4 <sup>th</sup> Floor Rancho Cordova CA 95670-6073		OCA		LEAVE BLANK		HAIR	
ORI CODE: A0536		FBI NO.		ARMED FORCES NO.		CLASS	
MAIL CODE: 02531		MNU		SOCIAL SECURITY NO.		REL.	
LICENSE: EMT/PARMED/MOB INT NURSE		MNU		ISCELLANEOUS NO.			
R H MB		R I CEX		L R MIDDLE			
6 L THUMB		7 R INDEX		8 L MIDDLE		9 R RING	
						10 L UTTER	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L THUMB		R THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	