Instructions for Completing Finger Print Hard Cards (FD-258) for Manual or Electronic Submission to DSS or OPM

The following data must be entered or the investigation will be returned:

- Name [Full name (Last, First, Middle)]
- AKAs [Full name (Last, First, Middle)]
- ORI – Army accession enter USDIS000Z all others enter USOPM000Z
- Date of Birth
- Sex
- Race – Indicate one of the following: A, B, I, U or W [See explanation below]
- Height
- Weight
- Eyes – Indicate one of the following: Black, Brown, Green, Maroon, Blue, Gray, Hazel, Pink, or Unknown
- Hair – Indicate one of the following: Bald, Brown, Sandy, Gray or Partially Gray, Black, Blond or Strawberry, White, Red or Auburn, Unknown
- Place of Birth
- OCA – Leave blank.
- SSN
- Signature of Person Fingerprinted – Leave blank
- Date
- Signature of Official Taking Fingerprints
- Employer and Address – complete for OPM and DSS (DSS needs the SON)
  For OPM: The following information must be entered in the format displayed below:
  SON: MEPS ID # followed by the letter "M" ALC: DSS-MIL
  SOI: DD70 ACCT: (Optional)
- Armed Forces No. MNU - Enter branch of service (Army, Navy, Air Force, Marines, Coast Guard)
- Reason Fingerprinted – Indicate Enlistment or Officer Candidate

Mail hard cards to:

OPM: IS: Federal Investigations Processing Center
PO Box 618
1137 Branchton Road
Boyers, PA 16018-0618

Defense Security Service
Fingerprint Processing Center
P.O. Box 28989
Baltimore, MD 21240-8989

RACE: Enter race of individual being fingerprinted

If Subject is:	**Enter Code**
Chinese, Japanese, Filipino, Korean, Polynesian Indian, Indonesian, Asian Indian Samoan or any other Pacific Islander	A
A person having origins in any of the black racial Groups of Africa	B
American Indian, Eskimo, or Alaskan native, or a person having Origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal Affiliation of community recognition	I
Of indeterminable race	U
Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless or race	W