

9 FAM Appendix N, 100 TRADITIONAL SERVICES PERFORMED FOR DEPARTMENT OF HOMELAND SECURITY (DHS) BY CONSULAR OFFICERS

(TL:VISA-564; 08-04-2003)
(Office of Origin: CA/VO/L/R)

9 FAM APPENDIX N 101 BACKGROUND

(TL:VISA-564; 08-04-2003)

a. The *Department of Homeland Security (DHS)* has delegated certain functions to consular officers in countries in which no officer of *DHS* is regularly stationed. The services described in this appendix may be performed only at such posts. If an applicant seeks consular assistance with any of these functions at posts in countries in which an *DHS* representative is available, the applicant must be referred to the *DHS* office in that country.

b. The materials relating to services for *DHS* have been segmented into several appendices because of the length and complexity of some special functions. This appendix deals with the traditional functions performed on behalf of *DHS*. 9 FAM Appendix O relates to refugee processing.

9 FAM Appendix N 102 ACCEPTANCE OF FINGERPRINT CARD

(TL:VISA-564; 08-04-2003)

DHS can accept a Form FD-258, *Fingerprint Card*, from an applicant residing *abroad* only if the card was prepared by an *DHS* military, or U.S. consular officer abroad. If there is no *DHS* or Department of Defense (DOD) representation at post, consular officers should provide fingerprint services for district residents applying for *DHS* benefits (Appendix N-400 or Appendix I-600/I-600A). Blank FD-258 cards should be furnished by the applicant who can obtain them from the *DHS* along with the relevant petition forms. The consular officer should type or clearly print in black ink all masthead information, and must verify the identity of the applicant before fingerprinting.

9 FAM Appendix N 102.1 Fees

(TL:VISA-564; 08-04-2003)

The applicant should be charged the standard fee for fingerprinting as set forth within the U.S. Department of State's Schedule of Fees for Consular Services found at 22 CFR 22.1 35(f).

9 FAM Appendix N 102.2 Filling in the Masthead

(TL:VISA-199; 07-22-1999)

a. Name Block: Clearly print the applicant's last name, first name, and middle name in that order in this block. The middle name is to be spelled out.

b. Also Known as (AKA) Block: Clearly print any other names the applicant has used, especially birth names or any previous names (e.g., maiden name, religious name, etc.). If the applicant's legal name is different from the name on the applicant's ID document, be sure to place the name from the ID document in the AKA block.

c. Originating Agency Identified (ORI) Number Block: This block is to be left blank. *Department of Homeland Security (DHS)* will complete this information.

d. Applicant's Signature Block: The applicant must sign his or her name in this block in the presence of the person taking the prints. The signature must match the name printed in the Name Block. The applicant may not sign the Form FD-258, *Fingerprint Card*, prior to being fingerprinted. If he or she has already signed, it is permissible to white out the signature. The signature may then be re-executed in the presence of an officer after the fingerprints have been taken, as required.

e. Applicant's Address Block: Clearly print the applicant's complete, permanent address in this block. Care should be taken to ensure that the address is correct and matches the address provided on the *DHS* application form.

f. Date of Birth (DOB) Block: The applicant's date of birth must be clearly printed in year/month/day order in this block. The year must be expressed in four digits, and the month and day must be expressed in two digits. For example, the birth date of an applicant born February 1, 1952, would be reflected as 1952 02 01.

g. Citizenship (CIZ) Block: The name of the country of which the applicant is a citizen should be printed in this block.

h. Sex Block: Print F for female and M for male.

i. Race (RAC) Block: Print one of the following corresponding alphabetic codes in this block. Write the code with which the applicant most closely identifies:

- (1) A Asian or Pacific Islander;
- (2) B Black;
- (3) I American Indian or Alaskan native;
- (4) U Unknown; or
- (5) W White.

j. Height (HGT) Block: Print the applicant's height, in feet and inches, in this block. Round off fractions to the nearest inch. It is the applicant's responsibility to provide conversion from the metric. The consular officer is not required to make such calculations.

k. Weight (WGT) Block: Clearly print the applicant's weight, in pounds, in this block. Round off fractions to the nearest pound.

l. Eye Color (Eye) Block: Print one of the following three-letter codes to show the applicant's eye color in this block:

- (1) BLK Black Eyes;
- (2) BLU Blue Eyes;
- (3) BRO Brown Eyes;
- (4) GRY Gray Eyes;
- (5) GRN Green Eyes;
- (6) HAZ Hazel Eyes;
- (7) MAR Maroon Eyes; or
- (8) PNK Pink Eyes.

m. Hair Color (Hair) Block: Print one of the following 3-letter codes to show the applicant's hair color in this block:

- (1) BAL Bald;
- (2) BLK Black Hair;
- (3) BLN Blonde Hair;
- (4) BRO Brown Hair;
- (5) GRY Gray Hair;
- (6) RED Red Hair;
- (7) SDY Sandy Hair; or
- (8) WHI White Hair.

n. Place of Birth (POB) Block: Print the name of the country where the applicant was born in this block.

o. Originating Agency Case Number (OCA) Block: This block should be left blank.

p. FBI Number (FBI) Block: Enter this information if known to the applicant. Otherwise, leave this block blank.

q. U.S. Armed Forces Number (MNU) Block: If the applicant has been assigned a U.S. Armed Forces number, clearly print it in this block. Otherwise, this block should be left blank.

r. U.S. Social Security Number Block: If the applicant has been assigned a U.S. Social Security number, print it in this block. Otherwise, leave this block blank.

s. Miscellaneous Number (MNU) Block: If the applicant has been assigned an alien registration number (A number), it should be printed in this block.

t. Date Fingerprint Block: Clearly print the date.

u. Signature of Person Taking Fingerprints: Sign at the time of taking the fingerprints.

v. Employer and Address Block: The name and address of the agency taking the fingerprints should be clearly printed in this box.

w. Reason Fingerprinted Block: The form number of the associated *DHS* application (Appendix I-600, N-400, etc.) should be printed in this block.

9 FAM Appendix N 102.3 Taking the Fingerprints

(TL:VISA-278; 05-11-2001)

Unlike the dry chemical process used for fingerprinting visa-related FBI checks, prints for Appendix I-600s and Appendix N-400s must be taken using a standard ink-based kit. Posts may obtain CA-funded ink-based kits by sending a request cable to their management analyst in CA/EX (per page 20 of the Consular Equipment and Supplies guide). Instructions on how to effectively take fingerprints can be found in 9 FAM 42.67 Exhibit I, which contains a reproduced FBI pamphlet on techniques for taking good fingerprints. Unreadable fingerprint cards will be returned to the applicant and may cause delays in the processing of the applicant's application.

9 FAM Appendix N 102.4 Completion of Form FD-258, *Fingerprint Card*

(TL:VISA-278; 05-11-2001)

The consular officer should type or clearly print all masthead information in black ink, and must verify the identity of the applicant before fingerprinting. Upon completion of the Form FD-258, *Fingerprint Card*, place the fingerprint card in an envelope, using a wet seal across the envelope flap and proceed to seal. The person who was fingerprinted must sign his or her name across the sealed envelope flap. Return the Form FD-258 in the sealed envelope to the applicant, instructing him or her not to open, bend, or fold the envelope. The applicant must submit the fingerprint card in the sealed envelope to *DHS* along with his or her benefit application.