Fingerprint Card Instructions

Q. If I was fingerprinted for student teaching or a government job do I have to be fingerprinted again?  A. Yes.
Q. If I hold a Minnesota teaching license do I have to be fingerprinted again?  A. No.

1. You must use the official Minnesota Department of Education (MDE) fingerprint card. You will receive instructions on how to apply for your Minnesota teaching license during your student teaching seminar, and at that time you will receive the fingerprint card. A card may also be picked up in person in 275 Peik Hall, or you may contact the MDE (651-582-8691) to have one mailed to you.

2. At the time prints are taken you must show two forms of identification (ID), with at least one having a photo and your name on it. Acceptable IDs are: driver’s license, state-issued ID card, U Card.

3. The prints will take about 10 minutes to do. The ink dries almost immediately, so that you can take your card with you.

4. Card Instructions: Type or print all information in black ink. Wait to sign it until instructed to do so.
   a. Last Name, First Name, Middle Name
   b. Leave signature box blank until it can be witnessed by the person taking the prints
   c. Use current address
   d. AKA: Aliases, other names you have used
   e. DOB: Date of Birth
      Month/Day/Year
   f. CTZ: Country of citizenship
   g. SEX: M for Male; F for Female
   h. RACE:
      A for Asian
      AI for American Indian
      AN for Alaskan Native
      BL for Black
      C for Caucasian or White
      H for Hispanic
   i. HGT: Height (feet and inches)
   j. WGT: Weight (in lbs.)
   k. EYES: (color)
      BLU for Blue
BRO for Brown
GRN for Green
HAZ for Hazel

l. HAIR: (color)
   BAL for Bald
   BLK for Black
   BLN for Blonde
   BRO for Brown
   GRY for Gray
   RED for Red
   WHI for White

m. POB: Place of Birth
   City/State/Country

n. OCA: Leave blank

o. FBI: If you have one, otherwise leave blank

p. MNU: Military number, if you have one, otherwise leave blank

q. SOC: Enter your Social Security Number

r. MNU: Leave blank

NOTE: After printing... take your fingerprint card with you and place it in the maroon teaching license application folder that was given at the seminar.

Getting Your Fingerprints On-Campus
We have contracted with the UMPD (University of Minnesota Police Department) to have them fingerprint our teacher education candidates for their Minnesota license application.

You can come to UMPD (see location information below) during the fingerprint hours specified by UMPD. You do not need to make an appointment.

http://police.umn.edu/services/fingerprint

Make sure to check their fingerprint website before going to UMPD to ensure fingerprint hours are not canceled that day.

When fingerprinted, you should:

- bring two forms of Photo IDs: 1) UCard and 2) Government issued ID (i.e., Driver's license)
- bring the MN Department of Education fingerprint card
• Have your card filled out (but do not sign) before appointment: refer to the fingerprint instructions handout
• Tell them your full name, U of M ID, and your program/licensure area

Note: If you already paid your license and orientation fee, you do not have to pay for the service. All others pay a very reasonable fee of $10 (check only), payable at the time prints are to be taken. Students in all undergraduate programs must pay the $10 fee. Students in special education, parent education, school counseling, and adult education must also pay the $10 fee.

Location:
University of Minnesota Police Department (UMPD)
RM 100 Transportation and Safety Building
511 Washington Avenue SE
Minneapolis, MN 55455

http://www1.umn.edu/twincities/maps/TSB/TSB-map.html