Caldwell Police Department
14 West Central
Caldwell Kansas 67022
(620) 845-2323

Fingerprinting Services

The Caldwell Police Department is available to record ink fingerprints for individuals who require this service for non-criminal purposes *(i.e. licensing, pre-employment, adoption, ATF applications, etc.)*. This service is available Monday through Friday, between 8 a.m. and 4 p.m. Please allow for approximately 10 minutes per individual fingerprint card. It is best to call ahead to ensure someone is available.

Fees

The fee for this service is $10.00 per person. This fee may be paid via cash, check, or money order made payable to the City of Caldwell. This fee includes the completion of two fingerprint cards per person.

Items to Bring

The individual needing fingerprinted will need to bring any fingerprint cards, waivers, instructions, and/or additional paperwork that you were given regarding the fingerprinting process and the requirements of the agency or company requiring the fingerprints. Fingerprint card*(s)* may be completed with the required informational fields at the top of the card*(s)* prior to being fingerprinted or they can be filled out at the police station. A government-issued photo ID must be presented at the time of fingerprinting.

The Caldwell Police Department does supply the standard FBI FD-258 fingerprint cards if the individual needing prints does not have the card. If a different fingerprint card is required, it must be supplied by the individual at the time of fingerprinting.

Conclusion

Individuals who are fingerprinted at the Caldwell Police Department are free to take the completed fingerprint cards with them. However, if required, we can mail the fingerprints and supporting documents.

Additional questions may be directed to (620)845-2323