

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., evenings and weekends by appointment. 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 **\$15.00 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 standard FBI FD-258 fingerprint cards per person, Background Waiver Form, as well as packaging and postage.

ITEMS TO BRING

The individual needing fingerprinted will need to bring with them any instructions, and/or additional paperwork that you were given regarding the fingerprinting process and the requirements of the agency or company requiring the fingerprints including any fees that need to be mailed with the packet. A government-issued photo ID must be presented at the time of fingerprinting.

WHAT TO EXPECT

When you arrive, the officer will ask for your State Issued ID. The Officer will complete the top portion of the print card and the Background Waiver. You will be required to complete your portion of the waiver as well. Once your prints have been obtained, you will be asked to sign the print card. The Officer will then place your print card, Background Waiver Form, and any associated Background fee (*provided by you*) in the envelope. The Officer will seal the envelope and place an additional integrity seal on it. The envelope will be mailed out during the next mail pick up day.

Prints, Waiver and background fee must be mailed by the Caldwell Police Department.

Please contact a member of the
Caldwell Police Department
if you have questions regarding the process.

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Office

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