

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

*(CT:VISA-1295; 09-14-2009)
(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 DHS officer is stationed regularly. 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 a 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 and follow-to-join asylee and refugee processing.

9 FAM APPENDIX N, 102 FINGERPRINT COLLECTION ON BEHALF OF DEPARTMENT OF HOMELAND SECURITY (DHS)

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- a. *Do not collect fingerprints for Department of Homeland Security (DHS) services where there is a DHS/U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), or U.S. Immigration and Customs Enforcement (ICE) office physically located in the Embassy or Consulate that offers counter service. Please do provide service on behalf of DHS when it needs prints and there is no DHS office available to collect prints.*

- b. Do not use the nonimmigrant visa (NIV) or immigrant visa overseas (IVO) systems to electronically collect or check fingerprints for non visa related services, and do not collect a fee for taking ink prints, as there is no fingerprint fee on the fee schedule.*
- c. Do not collect ink prints for U.S. police checks, except for American citizens for whom a local alternative is not available.*
- d. With the exception of adoption cases and the collection of fingerprints for U.S. military personnel submitting applications to USCIS for Form N-400, Application for Naturalization applications, do not collect and mail ink fingerprint cards to the Visa Office for processing.*
- e. Please contact your post liaison officer in CA/VO/F/P with questions regarding the collection of fingerprints for DHS services.*

9 FAM Appendix N, 102.1 Procedures for Taking Ink Fingerprints

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Fingerprinting procedures are as follows:

- (1) Verify the identity of the person being fingerprinted;*
- (2) Have the visa applicant sign Form FD-258, Applicant Fingerprint Card; type in any aliases; and have the person taking the fingerprints sign and date the card;*
- (3) Print each finger in the correct sequence (the card indicates right and left hand). Using light pressure, roll each finger from nail to nail to ensure legibility. If the prints are illegible, the FBI will reject them for processing, causing a delay in the processing of the applicant's case and unnecessary expense for the Bureau;*
- (4) Complete the lower blocks by taking simultaneous impressions as noted on the card. (The best impressions are obtained when the applicant's fingers are clean and dry.); and*
- (5) To avoid delays, verify that the prints are clear, complete and legible before the applicant leaves the building. Posts should refer to 9 FAM 42.67 Exhibit I, the FBI publication, "Technique for Taking Good Fingerprints."*

9 FAM Appendix N, 102.2 Preparing Fingerprint Card

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The employee taking the fingerprints must prepare the card for mailing as

indicated below:

- (1) *Use the proper Form FD-258, Applicant Fingerprint Card;*
- (2) *Use black ink for the handwritten portion;*
- (3) *Posts should be sure to put their post code (post's three-letter abbreviation) in the OCA block;*
- (4) *The ORI block must show USNHNVC1Z for NIV cases and USNHNVC0Z for IV cases; and*
- (5) *Complete all required fields on the card. These fields are:*
 - (a) *Subject's name (last, first, middle) and any aliases;*
 - (b) *Subject's date of birth. If a date of birth is unknown, use 01/01 with an approximate year of birth; and*
 - (c) *Sex and descriptive data of the applicant.*

9 FAM Appendix N, 102.3 Ordering Fingerprint Cards

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Standard stock Form FD-258 (blue ink) may be ordered from the General Services Division of the Bureau of Consular Affairs (CA/EX/GSD). If post prefers to use the treated (inkless) version of Form FD-258, posts should request the cards directly from:

*DACTEK INTERNATIONAL, INC.
8117 Orion Avenue
Van Nuys, CA 91406
Phone: 818-787-1901
Fax: 818-988-9776*