Statewide Fingerprint Imaging System   **SFIS**

TOO LIGHT TOO LOW
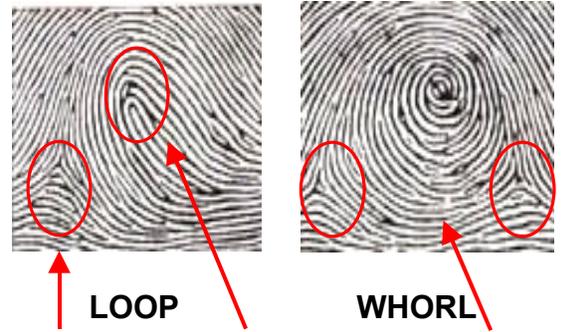
TOO DARK OFF CENTER

INCORRECT

CORRECT

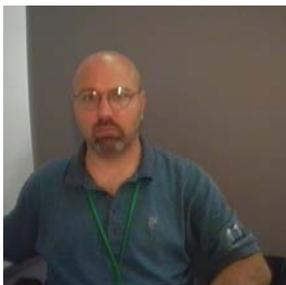**CORE** of fingerprint **MUST** be in center of screen

LOOP **WHORL**

Fingerprint Images

These fingerprint characteristics should be evident on all imaged prints

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TO OBTAIN GOOD QUALITY FINGERPRINT IMAGES:

1. Clean the scanner platen with the SFIS issued Windex and white wipes.
2. Wash and dry fingers thoroughly.
3. Wipe finger to be imaged with the SFIS issued yellow wipe.
4. Place finger to be imaged directly in the center of the scanner platen applying NORMAL pressure.
5. Center the core of the fingerprint (Use the vertical and horizontal fingerprint placement guide lines that are provided on the *Fingerprint* tab to determine proper placement.) on the scanner platen.
6. If the finger is not centered, pick up the finger and place it in the correct position. DO NOT SLIDE THE FINGER BECAUSE IT WILL CAUSE THE PRINT TO BE DISTORTED AND UNUSABLE.
7. If an amputation makes it impossible to image the index finger, select the **Exempt** button and choose the radio button next to the *Alternate Finger Selector* field. It is recommended to describe which finger you imaged in the *Comments* field located under the *Comments* tab of the *Add/Update* screen.
8. If the finger is temporarily bandaged or wounded, select the **Exempt** button and choose the radio button next to the *Temporary Exempt* field. The client's finger may be imaged at a later date.
9. After selecting the **Capture** button, request that the client "Press Harder." Do not allow the client to remove their finger from the scanner until the blue status bar appears.

TOO FAR BACK **TOO CLOSE**

INCORRECT

TO OBTAIN LEGIBLE PHOTOGRAPH:

1. Face only
2. Centered and nearly filling the screen (Use the horizontal and vertical guidelines on the *Photo* tab to help center properly.)
3. Client should face directly into camera
4. Adequate lighting
5. No glasses (suggested)
6. No headwear or hats (suggested)

CORRECT