

## Citizenship

U.S. citizenship is an Auxiliary membership requirement - so is the receipt of a favorable determination on a Personnel Security Investigation (PSI).

- All forms necessary for an Operational Support (OS) Personal Security Investigation (except fingerprint cards) are built into the Auxiliary Enrollment Application form (ANSC 7001)

Fingerprint Technicians may perform the verification of US citizenship function for new Auxiliary applicants as well as current members who must still undergo PSI. The best opportunity to do this would be in conjunction with when fingerprinting is performed. Toward that end, the following guidelines are in effect:

- Auxiliary fingerprint technicians and designated PSI coordinators are authorized to perform the citizenship verification.
- Applicants or Auxiliarists are not required to have their citizenship verified by this process:
  - However, non-verification may lengthen PSI turnaround time.

The applicant or Auxiliarist for whom the PSI is being performed is required to present at least one of the documents (original documents only, photocopies are not acceptable) listed below to the Fingerprint Technician for visual inspection.

Any of the following documents are acceptable for verification of US citizenship:

- Birth certificate showing that an applicant or Auxiliarist was born in the United States
- FS-240 (report of birth abroad of a US citizen)
- FS-545 (certificate of birth - foreign service)
- DS-1350 (certificate of birth issued by US Department of State)
- US passport (does not matter if current or expired)
- Certificate of US citizenship (INS form N-560 or N-561)
- Certificate of Naturalization (INS form N-550 or N-570)

Examples may be found in the DHS Handbook for Employers. Click [here](#) to review some of the documents

The Fingerprint Technician must check the document to the following threshold:

- The document appears to be genuine, and
- To relate to the person for whom the PSI is being performed.

- If the Fingerprint Technician has a question about the validity of a form presented the Fingerprint Technician must ask the subject to present another of the acceptable documents.
  - If the subsequent documents are also questionable, or unable to be provided:
    - The concern is noted on the Verification of US Citizenship form (in which sections or area?)
- A complete photocopy of the document must be included with the PSI package that is ultimately forwarded to SECCEN
  - Photocopy only the first two (2) personal photograph and information pages of a Passport. Do not photocopy the entire passport
- The applicant or Auxiliarist for whom the PSI is being performed must complete Section IX.A. of the **Auxiliary Enrollment Application form (ANSC 7001)**
- The Fingerprint Technician must complete Section IX.B. of the **Auxiliary Enrollment Application form (ANSC 7001)**
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Completed by Applicant

Completed by Fingerprint Technician

ANSC-7001 (1-06) Page 3 of 8 ENROLLMENT APPLICATION

~~SECTION IX - USSS AUXILIARY/SECCEN VERIFICATION OF U.S. CITIZENSHIP - Section IX.A.~~

SECTION A - To be filled out by applicant:  
I attest that I am (Check one of the following):

A U.S. citizen or national by birth in the U.S. or U.S. territory/possession

A U.S. citizen, but was not born in the U.S.

SECTION B - To be completed by an existing authorized Auxiliary officer/representative (photo copy required)

Birth Certificate showing that you were born in the United States of America

FS-240 (Report of Birth Abroad of a Citizen of the United States) Month/Day/Year \_\_\_\_\_  
Explanation \_\_\_\_\_

FS-545 (Certificate of Birth-Foreign Service)

DS-1256 (Certificate of Birth issued by U.S. Department of State)

A United States Passport (Unexpired or expired)  
Passport Number \_\_\_\_\_ Month/Day/Year Issued \_\_\_\_\_

A Certificate of U.S. Citizenship (INS Form N-560 or N-561) Where Issued?  
City \_\_\_\_\_ State \_\_\_\_\_ Certificate # \_\_\_\_\_ Month/Day/Year \_\_\_\_\_

A Certificate of Naturalization (INS Form N-550 or N-570) Where Naturalized?  
Court \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Certificate # \_\_\_\_\_ Month/Day/Year \_\_\_\_\_

AUTHORIZED AUXILIARY OFFICER/REPRESENTATIVE NAME	SIGNATURE	DATE
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If the applicant or Auxiliarist for whom the PSI is being performed has fingerprints taken by a local law enforcement agency:

- Then the agency representative who takes the fingerprints may also perform the citizenship verification
- The agency representative must visually sight the document and complete Section IX.B. of the **Auxiliary Enrollment Application form (ANSC 7001)**
- The photocopy of the document must still be submitted as part of the PSI package.

Web sites of value:

<http://www.uscg.mil/hq/cg3/cg3pcx/administration/security/default.asp>

[http://forms.cgaux.org/security\\_forms.html](http://forms.cgaux.org/security_forms.html)

# Fingerprint Card Guided Tour

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME			FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I D C C G 0 0 1 0 0 U S C O A S T G U A R D C H E S A P E A K E , V A	DATE OF BIRTH <u>DOB</u> Month Day Year		RESIDENCE OF PERSON FINGERPRINTED			
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>			SEX	RACE	HGT	WGT	EYES	HAR
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>DHS</u>		YOUR NO. <u>OCA</u>		LEAVE BLANK					
EMPLOYER AND ADDRESS <u>Commander (tax)</u> <u>Ninth Coast Guard District</u> <u>1240 E 9th St</u> <u>Cleveland OH 44199</u>		FBI NO. <u>FBI</u>		CLASS _____						
REASON FINGERPRINTED <b>FOR LAW ENFORCEMENT PURPOSES ONLY</b>		ARMED FORCES NO. <u>MNU</u>		REF. _____						
		SOCIAL SECURITY NO. <u>SOC</u>								
		MISCELLANEOUS NO. <u>MNU</u>								
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				

## Approved Cards

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK				
SIGNATURE OF PERSON FINGERPRINTED		LAST NAME <u>NAM</u>		FIRST NAME	MIDDLE NAME		FBI				
RESIDENCE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		ORI <b>DCCG00100</b> <b>US COAST GUARD</b> <b>CHESAPEAKE, VA</b>			DATE OF BIRTH <u>DOB</u>				
DATE		CITIZENSHIP <u>CTZ</u>					SEX	RACE	HGT	WGHT	EYES
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		OUR NO. <u>OCA</u>		LEAVE BLANK							
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		CLASS _____							
<b>DHS</b> <b>Commander (oax)</b> <b>Ninth Coast Guard District</b> <b>1240 E 9th St</b> <b>Cleveland OH 44199</b>		ARMED FORCES NO. <u>MNU</u>		REF. _____							
REASON FINGERPRINTED		SOCIAL SECURITY NO. <u>SOC</u>									
<b>FOR LAW ENFORCEMENT PURPOSES ONLY</b>		MISCELLANEOUS NO. <u>MNU</u>									

Three fields will be complete on approved cards:

- Employer and Address
- Reason Fingerprinted
- ORI (Originator)

Important: No other card or originator code may be used.

Applicant Fingerprint Cards are available through the Auxiliary National Supply Center, Granite City, Illinois.

## Applicant Information

<b>APPLICANT</b>		LEAVE BLANK		<b>1</b> TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME _____ MIDDLE NAME _____			FBI LEAVE BLANK		
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I D N O D C C G 0 0 1 0 0 US C O A S T G U A R D C H E S A P E A K E V A	DATE OF BIRTH <u>DOB</u>		Month Day Year		
RESIDENCE OF PERSON FINGERPRINTED		<b>2</b>			<b>5</b>		PLACE OF BIRTH <u>POB</u>		
<b>3</b>		CITIZENSHIP <u>CTZ</u>		SEX	RACE	HGT	WGHT	EYES	HAIR
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		<b>4</b>		YOUR NO. <u>OCA</u>		LEAVE BLANK		
EMPLOYER AND ADDRESS <b>DHS</b> Commander (oax) Ninth Coast Guard District 1240 E 9th St Cleveland OH 44199		FBI NO. <u>FBI</u>		ARMED FORCES NO. <u>MNU</u>		CLASS _____			
REASON FINGERPRINTED <b>FOR LAW ENFORCEMENT PURPOSES ONLY</b>		SOCIAL SECURITY NO. <u>SOC</u>		MISCELLANEOUS NO. <u>MNU</u>		REF. _____			
		<b>6</b>							

### Complete the Applicant Information

Important: Applicant must print legibly using a black ink pen.

Complete the following fields:

1. Name
2. Aliases
3. Residence
4. Applicant demographics (Citizenship, sex race, height in inches, weight, eye and hair color)
5. Birth data (date of birth, MM/DD/YYYY, place of birth)
6. Social Security Number

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			LEAVE BLANK	
				LAST NAME	FIRST NAME	MIDDLE NAME	FBI	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I DCCG00100 US COAST GUARD CHESAPEAKE, VA			DATE OF BIRTH <u>DOB</u>	
<del>RESIDENCE OF PERSON FINGERPRINTED</del>							Month	Day
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		CITIZENSHIP <u>CTZ</u>	SEX	RACE	HGT	WGHT	EYES
	<b>DHS</b>		OUR NO. <u>OCA</u>					HAIR
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		LEAVE BLANK				
<b>Commander (vax)</b>		ARMED FORCES NO. <u>MNU</u>		CLASS _____				
<b>Ninth Coast Guard District</b>		SOCIAL SECURITY NO. <u>SOC</u>		REF. _____				
<b>1240 E. 9th St</b>		MISCELLANEOUS NO. <u>MNU</u>						
<b>Cleveland OH 44199</b>								
REASON FINGERPRINTED								
<b>FOR LAW ENFORCEMENT PURPOSES ONLY</b>								

Review the card for clarity. All information must be legible and printed using black ink.

The applicant must sign the card in the appropriate field.

The Fingerprint Technician must sign and date the card.

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

The center third of the card is for recording the rolled impressions.

Each finger has a corresponding location on the card. Reading from the top, left to right:

1. Right thumb
2. Right Index
3. Right Middle
4. Right Ring
5. Right Little

The next row of rolled impressions is for the fingers of the left hand, in the same order

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY	L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

The lower third of the card is for recording the plain impressions.

Reading from left to right:

- Left four fingers taken simultaneously
- Left thumb
- Right Thumb
- Right four fingers taken simultaneously

## Equipment and Procurement

In order to complete your certification as a Fingerprint Technician, you must complete three (3) satisfactory sample fingerprint impressions. As a result, you will need to obtain the required tools.

The following equipment is required for Fingerprint Technicians:

- ANSC Stock Number 6000a - Card Holder/Ink Pad Finger Print Kit
- ANSC Stock Number 6000b - Card, Fingerprint Application

These items may be ordered from the Auxiliary National Supply Center. However, only authorized officers may place orders through ANSC.

- Refer your request for materials to the appropriate authorized officer:
  - Flotilla Materials Office (FSO-MA)
  - Flotilla Commander (FC)
- Allow 3 to 4 weeks for delivery.
- Back Orders are not maintained; you must re-order not-in-stock (NIS) items after 30 days.

Fingerprint Kits may be purchased outside of ANSC. Search the internet for Fingerprint Kits.

- Minimally, the kit must include:
  - Fingerprint ink pad
  - Card holder.
- Most kits include these items and towelettes, for cleaning fingers, and a case for easy storage.

**NOTE:** Only approved Fingerprint applications will be accepted (ANSC Stock Number 6000b - Card, Fingerprint Application).

- Do not substitute commercially available Fingerprint Application Cards

# Rolled Impressions

Before you begin fingerprinting your subject:

**Preparation**

- Work station height
- Wash and dry hands

**Optional**

Alcohol swabs reduce perspiration.

Hand lotions softens rough or worn fingertips.

39 Inches

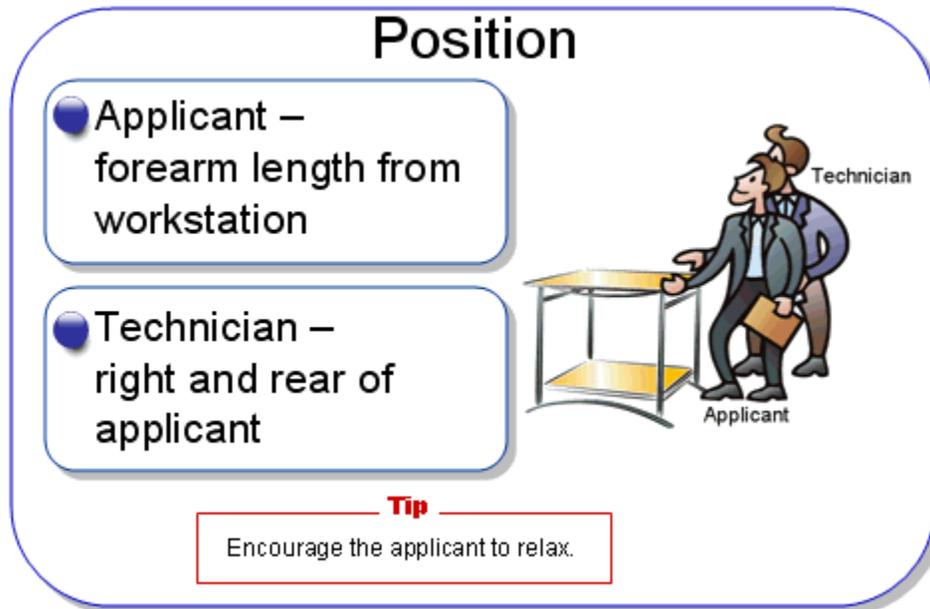
A diagram of a workstation table with a height of 39 inches. The table has a yellow top and a lower yellow shelf. A red double-headed arrow indicates the height from the floor to the top surface, labeled "39 Inches".

Have the subject wash hands with soap and water and thoroughly dry them.

- If no soap and water is available, use a moist towelette.

Place the fingerprint card in the card holder so that the first row of rolled impressions is visible in the card holder.

## Recording the rolled impressions:



Have the subject stand in front of and facing the work station.

- The subject must be relaxed and not try to help with the fingerprinting process.

Begin with the right thumb:

- Roll the thumb on the inking plate from nail edge to nail edge starting from an uncomfortable position to a comfortable one.
  - Use a minimum amount of pressure.
  - Fingers are inked and rolled from the end of the finger to below the first joint.
  - Ink one finger at a time.

## Inking

- Roll finger on ink:
- Nail edge to nail edge,
- Bulb of finger to below first joint.



### Careful

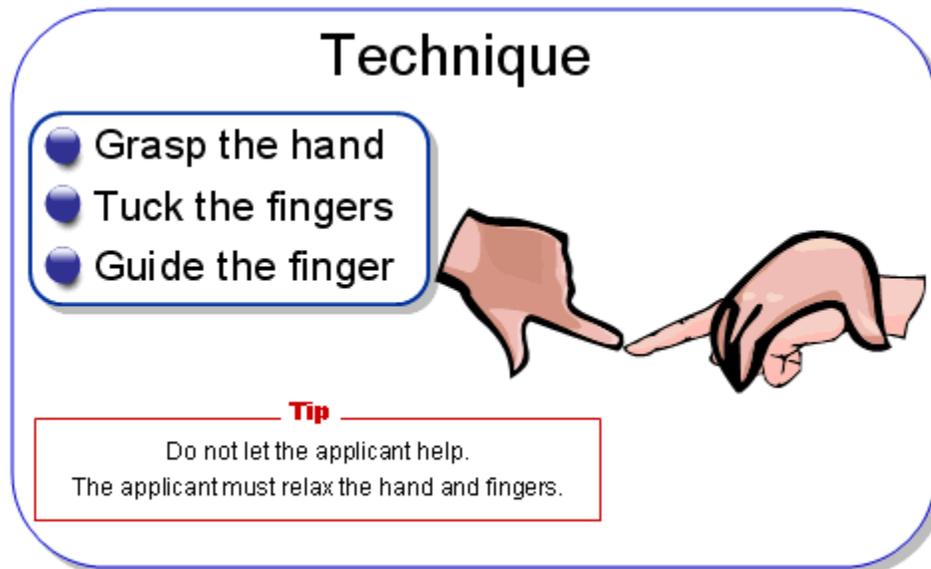
Too little ink and the impression will be too light.  
Too much ink and the fine details will run together.

**Note:** Do not place a finger or thumb on the same spot where you have inked a previous finger.

Roll the thumb, nail edge to nail edge, in the appropriate spot on the fingerprint card.

- Start from an uncomfortable position to a comfortable one.
- Roll thumbs toward the center of the subject's body to avoid smudging.
- A full roll from nail edge to nail edge is required to get clear and readable prints.

**Roll the fingers of the right hand next.**



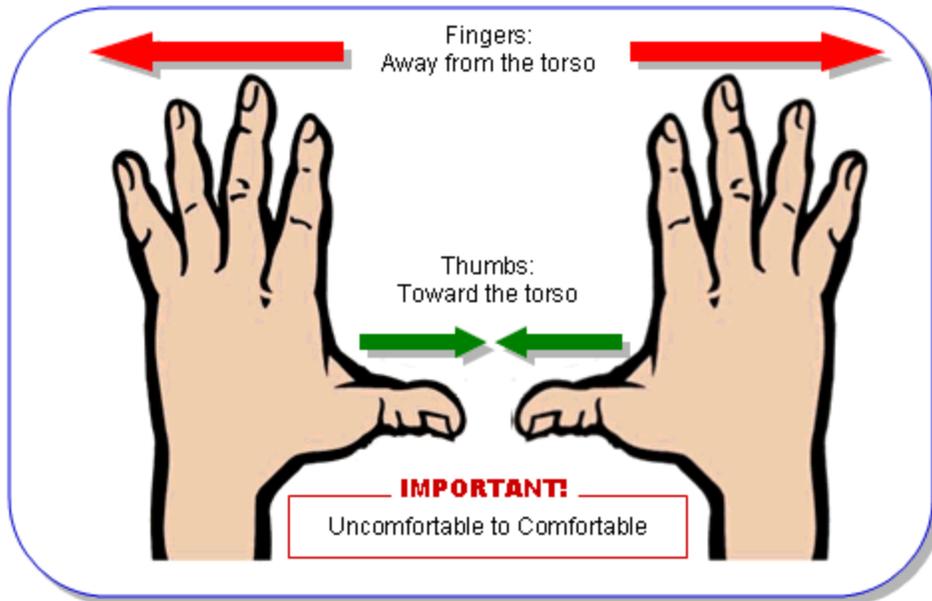
Hold the subject's hand across the knuckles with the finger to be rolled extended; hold the others out of the way.

- Use your other hand to guide the finger.

Roll the finger on the inking plate from nail edge to nail edge.

Roll the finger, nail edge to nail edge, in the appropriate spot on the fingerprint card.

- Start from an uncomfortable position to a comfortable one.
- Roll fingers away from the center of the subject's body, the opposite direction of the thumbs.
- A full roll from nail edge to nail edge is required to get clear and readable prints.



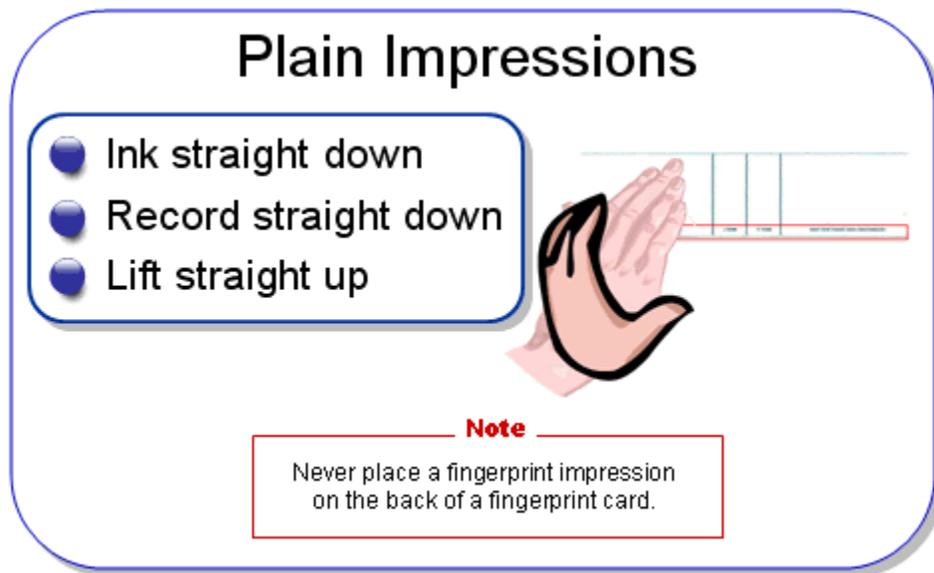
## Tips:

- A little ink goes a long way.
- Ink and roll fingers from the tip to below the first joint.
- Roll from nail edge to nail edge.
- Roll from an uncomfortable position to a comfortable position:
  - Roll thumbs toward the center of the subject's body.
  - Roll fingers away from the center of the subject's body.

## Plain Impressions

Start with the subject's left hand.

- Lightly press all of the fingers straight down and at the same time on the inking surface.
- Lift the fingers straight up off the inking surface.
- Lightly press them straight down at the same time on the card.
- Lift the fingers straight up from the card so that they do not smudge.



The thumb is inked the same way.

- Straight down on the inking surface.
- Straight up from the inking surface.
- Straight down on the appropriate space on the fingerprint card.
- Straight up from the card.

Repeat for the right hand, starting with the right thumb.

If the subject's hands are too large for all four fingers to fit simultaneously in the plain impression area:

- Turn the hand slightly.

If the little finger still does not fit on the card:

- Print the index, middle and ring fingers together on the card.
- Then print the little finger in the remaining vacant area.

## Special Circumstances

Special attention must be given when fingerprinting an individual with abnormalities of the fingers, thumbs or hands.

Special situations include:

- Amputations
- Bandaged Fingers or Hands
- Scars
- Deformities
- Worn Fingerprints
- Extra Fingers
- Webbed Fingers

Follow the guidelines below if you encounter one of these special situations.

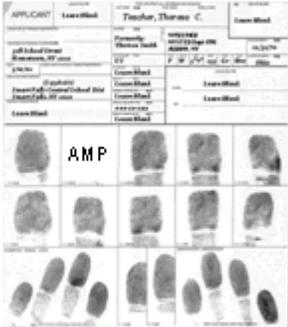
### Amputations

One or more fingers, thumbs, or hands missing  
**Designation:**

- Amputation – AMP
- Missing at Birth - MAB

**Note**

The term "Missing," is **not** interpreted as amputation.

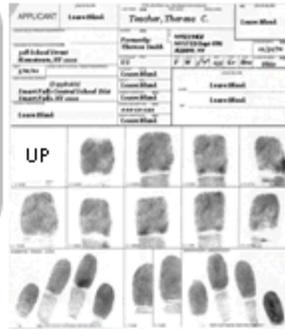


The image shows a fingerprint card for 'Tucker, Thomas C.' with a grid of 10 fingerprint impressions. The first impression (top-left) is labeled 'AMP'. Below the card are two diagrams: the top one shows a hand with the thumb missing, and the bottom one shows a hand with the index finger missing.

## Bandaged

Bandage or cast on finger, thumb, or hand  
Designation:

- Unable to Print - UP



## Scars

Permanent tissue damage where ridge detail patterns appear distorted

- Record fingerprints as usual

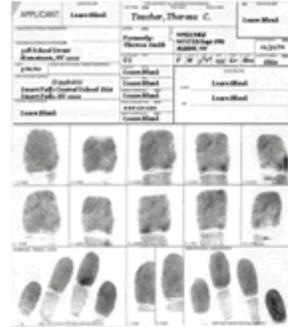




## Worn Fingerprints

Thin or worn ridges due to nature of work or age

- Little ink, light pressure
- “Milking the fingers”
- Hand lotion

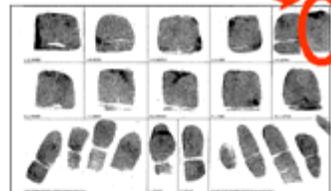


"Milking the fingers" is a gentle grasp of a finger and pulling the hand away letting the finger escape the grasp. This "milking" action helps the ridge become more pronounced.

## Extra Fingers

- More than 10 fingers
- Record thumb and next 4 fingers

Do not record the extra finger



# Webbed Fingers

- Fingers webbed or grown together
- Roll as completely as possible or
- Designation:
  - Webbed



## Verification

Before verifying the clarity and readability of the impressions, it is important that you understand some of the terminology used in fingerprinting and the classification process.

The dark lines appearing in the impressions are known as Ridges (or sometimes called Friction Ridges). During the classification process, these ridges are traced or counted.

Most fingerprint impressions fall into 3 basic patterns that appear on the fingers of the hands. Although there are unusual patterns that occur from time to time, these unusual patterns still fall into the basic categories of Loops, Whorls and Arches.

### Patterns



Loop – The loop has a center (or Core) and One (1) Delta and the area between the Delta and the Center must be visible, so that the ridges can be counted.



Loop

Whorl - The whorl has two (2) Deltas and the ridge area between the Deltas must be visible, so that the ridges can be traced.



Whorl

Arch - The arch has no Deltas and ridges flow from one side to the other. The pattern must be visible to identify it as an arch.

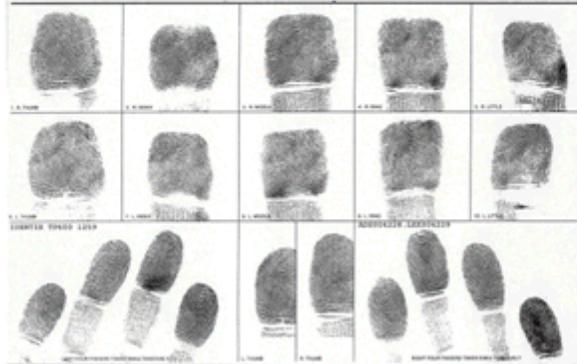


Arch

The following items identify the characteristics of acceptable fingerprint impressions.

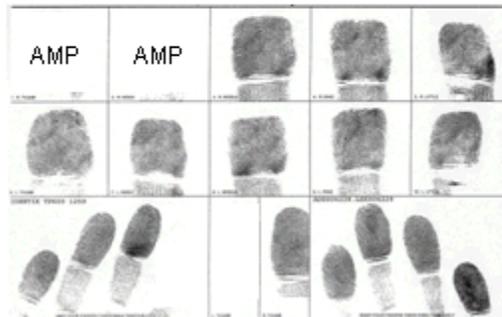
## Correct Blocks

- Impressions in correct blocks



## Quality Checklist

- Impression in each block
  - Missing impressions noted in proper block



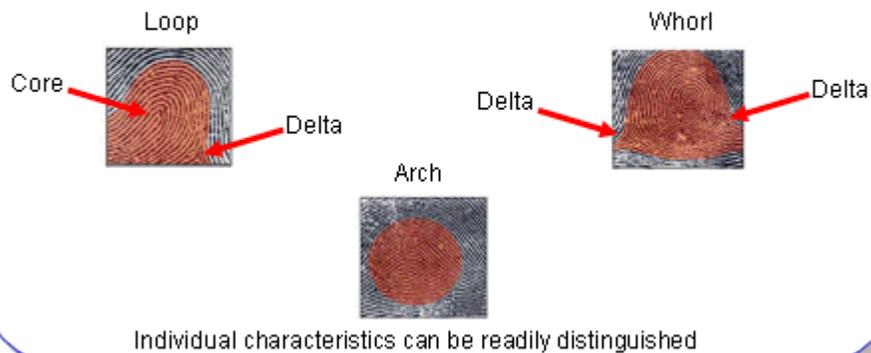
## Full Roll

- Fingerprints rolled fully, nail edge to nail edge



## Focal Points

- Focal points are clear and distinct

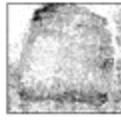


## Uniform tone

- Impressions uniform, not too dark or light



Too Dark  
(too much ink  
or pressure)



Too Light  
(too little ink  
or pressure)



Ink Unevenly  
Distributed  
(Light and dark areas)