

## Fingerprinting Information

Full Legal Name: \_\_\_\_\_

### Applicant Instructions:

At the time of fingerprinting, you will be required to present two forms of government issued identification; one must have a photo. (See list on back for acceptable ID's)\*

Additional identifying information is required for the submission of fingerprints. You will be asked for the following information during the fingerprinting process.

Date of Birth:	_____	State of Birth:	_____
Gender:	_____	Race:	_____
Height:	_____	Weight:	_____
Eye Color:	_____	Hair Color:	_____
Country of Citizenship:	_____		

### WAIVER AGREEMENT AND STATEMENT

I hereby authorize the Wisconsin Department of Revenue (WI DOR) to submit a set of my fingerprints to the Wisconsin Department of Justice (WI DOJ) and the Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing Wisconsin and national criminal history records that may pertain to me.

By signing this waiver agreement it is my intent to authorize dissemination of such criminal history record information that may pertain to me to the agency with which I am employed, seek employment with, seek to serve as a volunteer for, or seek licensure from.

I understand that it is not employment discrimination because of arrest record to refuse to employ or license, or to suspend from employment or licensing, any individual who is subject to a pending criminal charge or has been convicted of any felony, misdemeanor or other offense if the circumstances of the offense or charge substantially relate to the circumstances of the particular job or licensed activity.

I have been informed of my right to obtain a copy of the criminal history records, if any, and of my right to challenge the accuracy and completeness of any information contained in the criminal history record. I am also aware of my right to obtain a determination as to the validity of such a challenge before final determination regarding employment/association is made by this agency.

\_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Agency Address:** 2135 Rimrock Road, Madison, WI 53713 **Agency Account Number:** \_\_\_\_\_

#### For Official Use Only

Technician: \_\_\_\_\_ TCN: \_\_\_\_\_ Record: Yes No

**PRIVACY ACT STATEMENT** The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534, 28 CFR 16.30-16.34, and secs. 230.06(1)(o) and (1m) and §§565.02(1)(c) and (2)(d). Wis. Stats. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records, which the WI DOR will use for background check purposes. Providing your fingerprints and the requested information is voluntary; however, failure to provide the information may affect your eligibility for employment or to provide services for the WI DOR. The information reported on this form may be disclosed by WI DOR to the WI DOJ and the FBI pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. WI DOR and WI DOJ will not retain your fingerprints, but the FBI may retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI.

**CHALLENGE NOTICE:** You will have the opportunity to complete, or challenge the accuracy of, the information contained in the FBI or DOJ identification record. Those rights are outlined in the Privacy and Challenge Rights Notice.

---

### **Acceptable Forms of Identification for Department of Revenue Fingerprinting Appointments**

The **primary** form of identification (ID) must include a photo\*. These are the acceptable **primary** forms of ID:

- State-issued driver's license
- State-issued non-driver identification card
- U.S. Passport / Passport Card
- DOD Common Access Card (CAC)
- Military identification card
- Military dependent's identification card
- Work visa with photo
- Permanent resident card (I-551)
- Employment authorization card (I-766)
- Foreign passport
- Foreign driver's license

The **secondary** ID may or may not have a photo. The acceptable **secondary** forms of ID are:

- Bank statement
- Paycheck stub
- Utility bill
- Insurance card
- Credit / debit card
- Marriage certificate
- Birth certificate
- School ID with photograph
- Social Security card
- Vehicle registration / title
- Voter registration card
- U.S. Dept. of Veteran Affairs card
- Draft record
- Transportation Worker ID Credential (TWIC) card
- Certificate of citizenship
- Certificate of naturalization
- Native American tribal document
- Permanent resident card (I-551)