

***Criminal Justice Information System – Central Repository
Fingerprint Card Order Form***

The following must be completed to process your supply request:

Agency Name _____

Agency Contact _____

Authorization Number _____

Agency Address _____

QUANTITY

DESCRIPTION

_____	CJIS-015 Applicant Fingerprint Card
_____	CJIS-020 Criminal Fingerprint card
_____	CJIS-006 Juvenile Fingerprint Card
_____	Palm Print Cards

Request may be either:

1) Mailed to: CJIS Customer Service
P.O. Box 32708
Pikesville Maryland 21282-2708

2) Faxed to: 410-653-5690

Delivery of mailed fingerprint cards can be expected in approximately ten (10) business days. CJIS-CR will mail up to 200 fingerprint cards to the requesting agency. If the agency order exceeds 200 fingerprint cards, your agency representative may arrange to pick up the fingerprint cards at CJIS-CR (6676 Reisterstown Road, Suite 205, Baltimore, MD 21215). A two business day notice is required for coordinating such requests. Pick up hours are between 8am and 4pm, Monday through Friday.