

INSTRUCTIONS FOR COMPLETING THE MANUAL CARD PROCESS

STEP 1 – COMPLETE THE FINGERPRINT CARD (FD-258) AS FOLLOWS:

Name of Applicant: Enter your Last Name, First Name, and Middle Name. Do not use initials or name abbreviations.

Alias: Enter all other names you have used, including your maiden name.

Signature of Person

Fingerprinted: Your signature.

Residence of Person

Fingerprinted: Enter your residence address, including city, state and zip code.

Date: The date your fingerprints are taken. *The person taking your fingerprints will complete this section.*

Signature of Official

Taking Fingerprints: *The person taking your fingerprints will complete this section.*

Employer & Address: *If your card is not pre-stamped, enter the Bureau's address – Cemetery and Funeral Bureau, P.O. Box 989003, West Sacramento, CA 95798-9003*

Reason Fingerprinted: Enter the type of application you are submitting, followed by either **license** or **certification** as categorized below:

LICENSE

Funeral Establishment
Funeral Director
Certificate of Authority
Cemetery Manager
Cemetery Broker
Cemetery Salesperson
Crematory
Crematory Manager

CERTIFICATION

Apprentice Embalmer
Cremated Remains Disposer

CTZ: Citizen – *Leave Blank*

OCA: Original Contributing Agency – *Leave Blank*

FBI: FBI No. – *Leave Blank*

MNU: Armed Forces No. - *Leave Blank*

SOC: Enter your Social Security Number.

MNU: Miscellaneous Number - *Leave Blank*

DOB: Enter your date of birth (month/day/year)

Sex: Enter your gender (male or female).

Race: Enter your ethnic origin.

HGT: Enter your height in feet and inches.

WGT: Enter your weight in pounds.

EYES: Enter the color of your eyes.

HAIR: Enter the color of your hair.

PLACE OF BIRTH: Enter your place of birth (City and State, or Country).

STEP 2 – Take two completed fingerprint cards to your local law enforcement agency, or to a person professionally trained in the rolling of prints, to complete the rolling of your fingerprints. Most agencies charge a fee for the rolling of prints. Service fees vary by location and the Bureau does not set the price.

STEP 3 – SUBMIT THE PAPERWORK AND REQUIRED FEES TO THE BUREAU

Submit the following to the Cemetery and Funeral Bureau, P.O. Box 989003, West Sacramento, CA 95798-9003:

- 1) A completed application for licensure or certification and the applicable application fee and any other required application documents.
- 2) Two completed fingerprint cards and a \$49.00 fingerprint processing fee (\$32.00 Department of Justice, \$17.00 Federal Bureau of Investigation).
- 3) A completed Request for Exemption From Mandatory Electronic Fingerprinting Submission Requirement Form.

Please submit one check for the entire amount, made payable to the Cemetery and Funeral Bureau.