

***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.