

## **INSTRUCTIONS:**

### **Foreign Applicant Fingerprinting or Applicant Fingerprinting in Locations Fieldprint is Unable to Service**

- Foreign applicants or applicants in locations Fieldprint is unable to service may complete a hard-copy fingerprint card. To request a hard-copy fingerprint card please email the Board at [nursing@dcca.hawaii.gov](mailto:nursing@dcca.hawaii.gov).
- The hard-copy fingerprint card shall be completed by a Law Enforcement fingerprinting agency required by the Hawaii Criminal Justice Data Center (HCJDC) which is the conduit to obtain the FBI national criminal history record.
- Form HCJDC-073 “Request for Criminal History Record for Hard-Copy Fingerprint cards” shall be completed by the applicant and Law Enforcement fingerprinting agency. **It is important that the fingerprinting official complete Part 3 of the form.**
- Any fees charged by the Law Enforcement fingerprinting agency shall be the sole responsibility of the applicant.
- Failure of the fingerprinting official to certify that the photo identification was verified to match the person on the form and fingerprint card shall terminate the fingerprint submission by the HCJDC.
- Required fees of \$47 shall be sent via money order or Cashier’s check (payable in US funds) payable to the **“Hawaii Criminal Justice Data Center”** with the completed fingerprint card and Form HCJDC-073 to:

Hawaii Criminal Justice Data Center  
Attn: CHRC  
465 S. King Street, Room 102  
Honolulu, Hawaii 96813