

FD-258 Conversion Instructions

Thank you for purchasing an EFT conversion kit! Please follow the included instructions to print yourself, return your FD-258 cards, and receive your generated EFTs.

Included:

- (3x) FD-258 Cards
- (1x) Ink Pad
- (1x) Return Label

Fingerprinting Instructions

What Needs To Be Filled Out On Your FD-258

On your FD-258, we only need select information and prints:

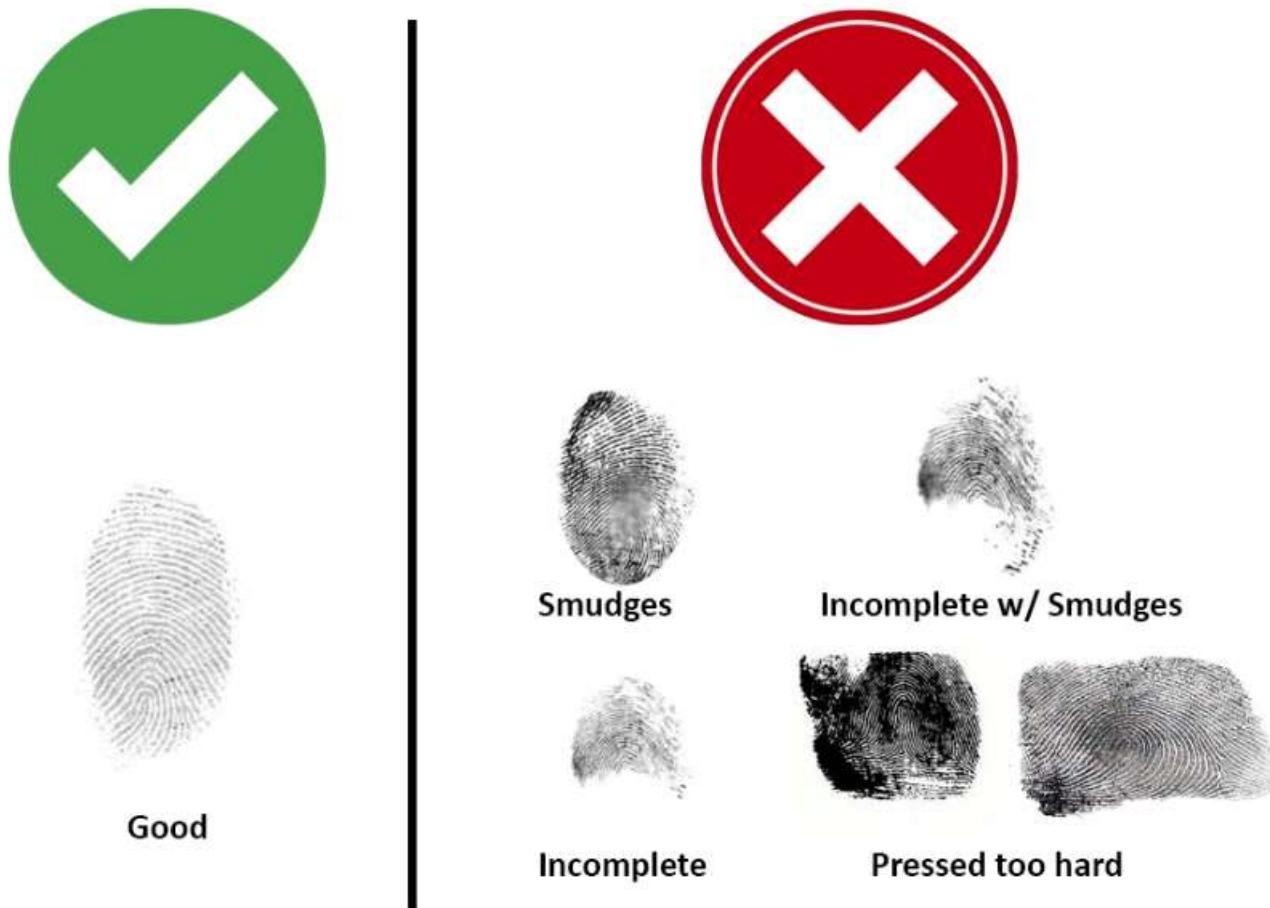
APPLICANT		TYPE OR PRINT ALL INFORMATION IN BLACK										
Last Name FD-258 (Rev. 10/5/2023) OMB No. 1110-0048 (Exp 05/21/2028)		LAST NAME NAM	FIRST NAME	MIDDLE NAME								
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA										
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	CITIZENSHIP CTZ		SEX	RACE	HGT.	WGT.	EYES	HAIR	DATE OF BIRTH Month Day Year	PLACE OF BIRTH POB	
SOCIAL SECURITY NO. SOC												
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE								
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE								
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY					L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY					

1. Make sure your hands aren't dry. Lotion them up 10 minutes prior to printing.
2. **Wash and dry** your hands to make sure it is free from grease and other residue before inking

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3. You will only be **PRESSING** your **thumbs** and **slaps** (entire bottom row)

- For **Thumbs**, place each thumb in the included ink pad and press onto the form in the corresponding “L Thumb” and “R Thumb” boxes
- For **Slaps**, ink the tips of the four fingers on each hand (index, middle, ring, and pinky), then press down all at once in their corresponding boxes
 - TIP: place your fingers at an angle with the middle finger aimed at the top-inside corner of the box to get best placement



4. Your prints should be uniform:

- Avoid smudging or dark spots
- If you can't see white space between the ridges of your print, it is either smudged or pressed too hard
- The ATF will not validate EFTs with smudgy prints. We will do our best to use all submitted print cards to gather the best prints, but please be cautious of this when printing

5. Once you are satisfied with your prints, fill out the fields on the top of the card marked with an asterisk (*)



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Returning Your Prints

Once you finish printing yourself, it's time to send them back! There are two options to return it to us:

Return Digitally

Scan your prints and email them to **EFT@PennArmory.com** with your **order number in the subject line**, or, reply to your original order email with your scanned cards attached.

You do not need to send anything back to us when using this option.

This option will be the quickest turnaround for your EFTs!

Return By Mail

Simply pack up all of your FD-258s in the envelope, reseal it, and place the included return label overtop of the existing label. Hand the sealed envelope over to USPS and we'll take care of the rest.

Questions?

Email **Info@PennArmory.com** or call **(717) 333-6938** – we're here to help!