

Instructions for Fingerprinting

Monday, 24 March 2008

HOURS: Tuesdays and Wednesdays, 8:00 am to 11:00 am and 1:00 pm to 2:30 pm. The office is closed on holidays and weekends.

LOCATION: City/County Building, Level L-1

COST: \$25.00 for the first three (3) cards

\$5.00 for each additional card

During the times listed above, bring a valid photo ID and blank fingerprint cards to the Records window of the Sheriff's Office on Level L-1 of the City/County Building in order to request copies of your finger prints. You will pay for and receive a receipt for the number of fingerprint cards needed. Cash and checks are the only accepted forms of payment. After getting a receipt, you must then go to the Fingerprint Lab Room L305 on Level L-3 for the actual printing.