

10 January 2019

SUBJECT: FINGERPRINTING

Effective this date the cost to the public for fingerprinting is \$12.50 per card. Acceptable payment for this service is cash or check. Checks are accepted from local financial institutions only, no out-of-state checks.

The Lincoln County Sheriff's Office offers fingerprinting services for the general public who are required to submit fingerprints for job applications, licensing, etc., as well as pre-employment. No appointments are needed within the normal scheduled business day. Given the time required to fingerprint an individual, one may be declined in the event that one arrives at the Sheriff's Office after 4:30 PM. There may be times that there will be no one available to fingerprint in which case the requesting party will need to return to the Sheriff's Office at another time; we do not make appointments.

Individuals requesting fingerprint services will be required to provide one form of photo identification such as a current driver's license, state issued identification card, military identification or valid passport.

In most cases the fingerprints will be taken employing a computer-based printing software that does not require ink. Fingerprint cards are to be provided by the individual requesting the services; in the event that the individual does not have their own cards, a blue applicant card may be provided by the Sheriff's Office to be utilized with the caveat that there is no assurance that such card is acceptable to the requesting agency. In the event that it is later learned that the provided card is not acceptable to the requesting agency, there is no refund and the individual will be charged for re-printing on cards provided by the requesting agency at the above rate.