

FINGERPRINT INFORMATION

Fingerprints can be obtained at the following locations:

Eau Claire County Courthouse

Altoona Police Department (Call 715-839-6090 ext. 4020 for appointment and must bring own cards)

Chippewa County Jail (must be a resident of Chippewa County and must bring own cards)

UWEC (students only and must bring own cards)

*Fingerprint cards can be obtained from Jen Eager at Central Office (2728 Mall Drive)

Please provide these two codes at the time of fingerprinting for them to write on your cards:

REASON FINGERPRINTED: NCPA/VCA EMPLOYEE

YOUR NO. OCA: N10923

How much does it cost?

The cost for fingerprinting can range from free to \$29.00 per person for a set of prints.

If there is a fee, you will need pay it but you can/should submit your receipt with your fingerprints to Central Office to be reimbursed.

What do I need to bring with me?

To confirm your identity, you will need a valid driver's license with photo, valid state issued photo identification card, valid passport, or valid military photo identification.

Tips for better prints:

We recommend using a good hand lotion for a week or more prior to printing, especially if your skin tends to be dry.

Extremely long or curved fingernails may prevent the fingers from properly contacting the printing surface and may need to be trimmed.

No rings on fingers, they can damage the printing surface of the Live Scan.

Bandaged or injured fingers – prints will need to be taken after the injured or bandaged finger can be printed.