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## TECHNICAL INFORMATION

### Fingerprint Taking Procedures and Methods

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#### FOUR METHODS

(1) Ink Slab and Roller; (2) PRINTMATIC™ Roller; (3) PRINTMATIC™ Impeccable, Ceramic and Flawless Pads, Porelon® Pads; and (4) KlearInk™ Ceramic Pads.

There are now four methods for recording fingerprints—with an Ink Slab and Roller; PRINTMATIC™ pre-inked roller; PRINTMATIC™ Impeccable Ceramic and Flawless Pads, and Porelon® Pads; and the KlearInk™ Ceramic Pads. There are advantages to all of these methods, and the choice between them is one based primarily on application.

#### METHOD ADVANTAGES

The Ink Slab and Roller method requires more skill than the pre-inked roller and pad method, but the prints obtained tend to be cleaner and of sharper contrast. That makes them ideally suited for computer enhancement and database storage.

The pre-inked PRINTMATIC™ Roller method requires no advance preparation because it contains a built-in ink supply. The main advantage of this method is that it requires less skill to roll out a uniform

coating of ink to obtain satisfactory prints.

The pre-inked pad method is an outstanding SIRCHIE innovation that includes distinctively different ink pads that include the PRINTMATIC™ Impeccable, Ceramic and Flawless Pads, and Porelon® Pads as well as the KlearInk™ Ceramic Pad. The pre-inked method combines the advantages of the slab and roller method with the best qualities and usefulness of pre-inked pads.

## CAUTIONS

- Before using this kit, consult the appropriate Material Safety Data Sheets (MSDS) found on our website at [www.sirchie.com/support](http://www.sirchie.com/support).
- Do not attempt to replenish ink in the PRINTMATIC™ roller or pre-inked pads as this will damage them.
- Do not clean pre-inked rollers or pads with solvents as this will damage them. Use only a clean, dry cloth, paper towel or No. FPT1C Super Cleaner Towelette.

## WORK TABLE HEIGHT

For best results, the inking area and cardholder should be approximately 39" from the floor. This height allows the forearm of a subject of average height to be approximately parallel to the floor, at which position it is best to roll and record fingerprints. SIRCHIE offers several fingerprint taking stations that are either pedestal-mounted at the required height or of desktop design that, when placed on the average table top, will achieve the height required.

## PREPARING THE INK SLAB

### Slab and Roller Method:

**STEP 1**—First, ink the roller. Apply a small amount (about a 1/4" stream) of fingerprint ink on the right side of the slab, toward the back. Roll a two- to three-inch-wide layer of ink on the back portion of the slab—lifting the roller off the slab after each stroke and returning to the starting point (*do not use a*

*back-and-forth motion with the roller*). Repeat several times until a thin film of ink forms on roller.

**STEP 2**—Next, using the same roller motion (*without rolling back and forth*), spread the layer toward the front edge of the slab, until a smooth, uniform coating of ink forms. The front edge is where the fingerprints are rolled. When the ink on the front edge becomes too thin, replenish the ink roller on the back edge of the slab and repeat STEP 2.

### **PRINTMATIC™ Method:**

Like the Slab and Roller method, the PRINTMATIC™ method requires that the operator roll ink onto an inking slab. The difference is that with the PRINTMATIC™ pre-inked roller, coating the slab requires only a few passes of the roller in the same direction to apply a thin, even layer of ink (Fig. 1).



**FIG. 1—Roll ink onto the slab.**

### **Pre-inked Pad Method:**

No advance preparation is needed to use pre-inked pads. However, the pad surface should be cleaned occasionally to remove oil and dirt deposits by wiping the surface lightly with a soft, dry, lint-free cloth.

## **INKING AND ROLLING THE FINGERS**

*Note: The following recommended procedure is practiced by the FBI.* To avoid possible smearing, always begin the fingerprint taking procedure by inking and rolling the fingers on the right hand.

It is recommended that each finger be inked and rolled individually (i.e., ink the thumb then roll it immediately, ink the forefinger, then immediately roll it, etc.). If all the fingers are first inked and then rolled, there is the chance some ink may be transferred from a finger as it is curled out of the way prior

#### TI02-39ENG-REV5

to rolling, thus causing that finger to print lightly when rolled. After the fingerprints on the right hand are recorded, ink and roll the fingers on the left hand. When that is accomplished, record the plain impressions of both hands. An examination of the fingerprint record card reveals that these steps follow the order of the space allotted for each set of impressions.

1. The subject stands to the right and rear of the operator (Fig. 2). The operator grasps the subject's right hand with his right hand, cupping his fingers over the subject's fingers and tucking under those fingers not being inked. He uses his left hand to guide the finger being inked. The right thumb is inked and rolled first. The thumb is inked by rolling it from right to left, toward the subject's body. The thumb is inked from nail to nail to a point just below the first joint. Apply ink one time only.
2. Once the thumb is inked, immediately transfer the ink to the record card in the space numbered 1 (Right Thumb). Roll the thumb from the right side to the left side (toward the subject's body).



**FIG. 2—**Positioned subject so forearm is parallel to the floor.



**FIG. 3—**Roll the subject's right forefinger on the ink slab.

3. Next, ink the right forefinger by rolling the finger from left to right (away from the subject's body, Fig. 3). Ink from nail to nail and just below the first joint. Transfer the ink to the record card by rolling from left to right in space No. 2 (Forefinger). Repeat this process for the remaining fingers by inking and rolling each finger individually (Fig. 4).
4. Reposition the record card to permit adding impressions from the left hand. Ink the left thumb by rolling it from left to right (toward the subject's body), and then transferring the ink to the record card, Finger No. 6 space, by rolling from left to right.
5. Ink the left forefinger by rolling it from right to left (away from the subject's body). Transfer the ink to the record card by rolling it from right to left. Ink and roll the remaining fingers individually.
6. Plain (Slap) impressions are taken last. Reposition the record card to permit entry to the bottom area



**FIG. 4—Record the print in the space provided on the record card.**

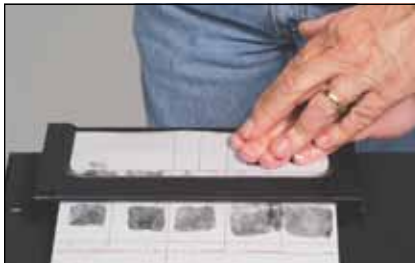


**FIG. 5—Ink the four remaining fingers for a plain impression after the thumb has been printed.**

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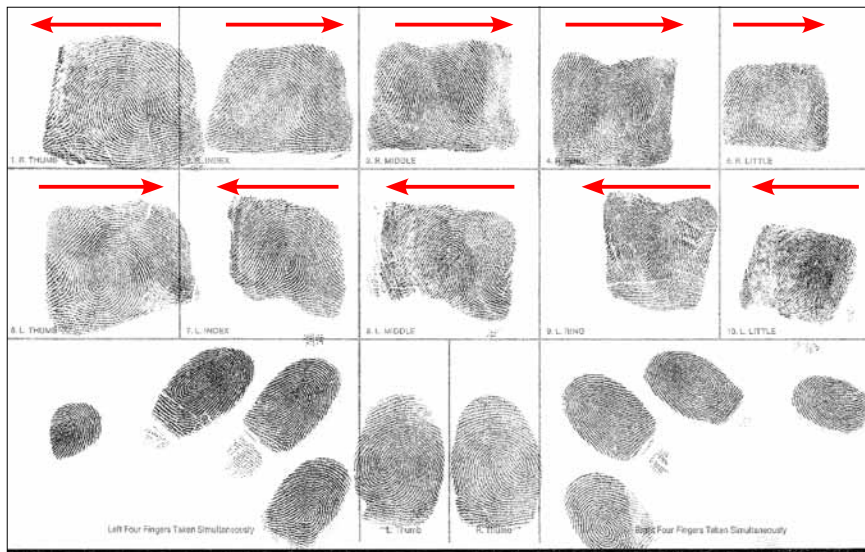
of the record card. Ink the left thumb by pressing it straight down onto the ink pad. Transfer the ink to the Left Thumb box in the plain impression area.

7. Ink the remaining four fingers of the left hand simultaneously by pressing them straight down onto the pad (Fig. 5). Press all four fingers onto the plain impression area for the left hand of the record. Position the fingers at a slight angle to permit all four finger impressions to be recorded (Fig. 6).
8. Repeat this procedure for the thumb and remaining fingers of the right hand.



**FIG. 6—Position all four fingers at a slight angle and press them onto the record card.**





*Completed Record Card with directional notations.*