TRIBAL ACCESS PROGRAM
FOR NATIONAL CRIME INFORMATION
ENSURING THE EXCHANGE OF CRITICAL DATA

U.S. Department of Justice
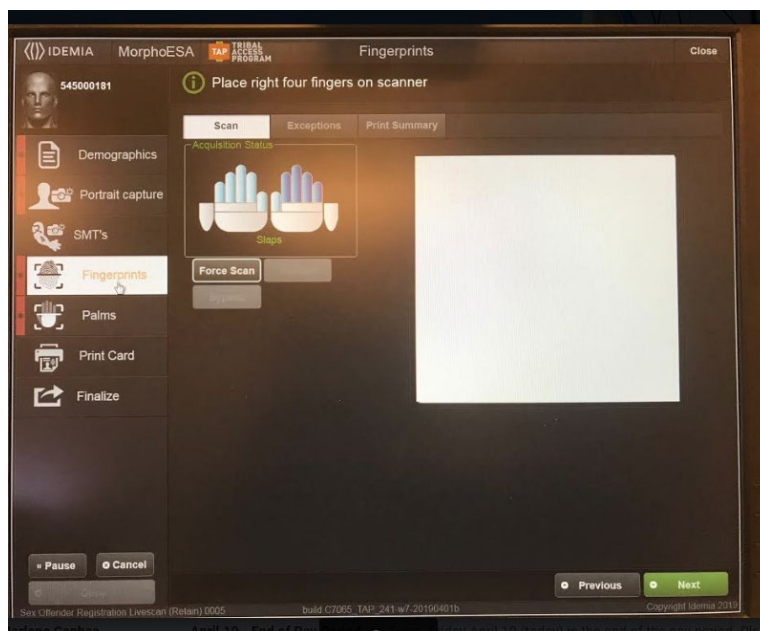*Office of the Chief Information Officer*

Job Aid | Capturing Fingerprints with Exemptions

Purpose: To complete a fingerprint or palmprint submission on the TAP Workstation all fingerprints and palmprints must be captured or otherwise exempted. This job aid provides instructions for capturing and completing subject's fingerprints on the TAP workstation when the subject's fingers are missing, bandaged, or scarred.

NOTES:

- Exemptions must be made prior to scanning the subject's fingerprints or palmprints. Changes to the exemptions at anytime before scanning begins.
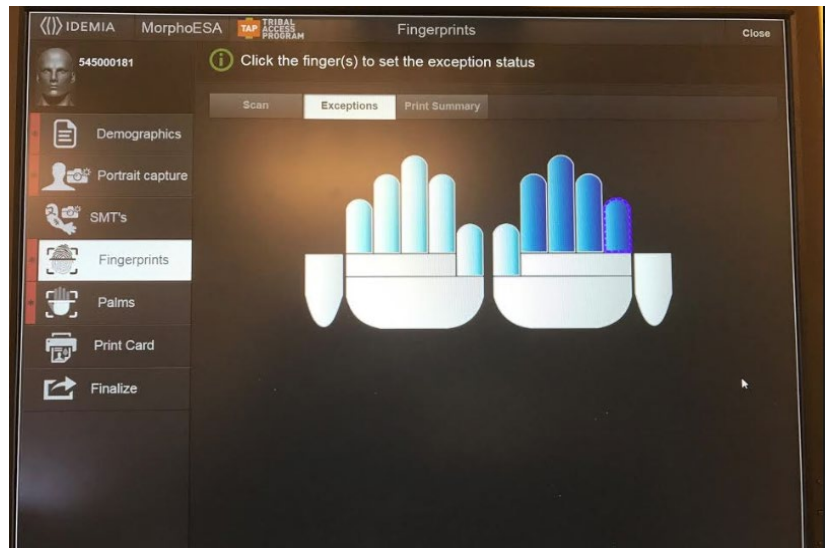- Palmprints must be captured and submitted for sex offender registration purposes.

Capturing Fingerprints with Exemptions
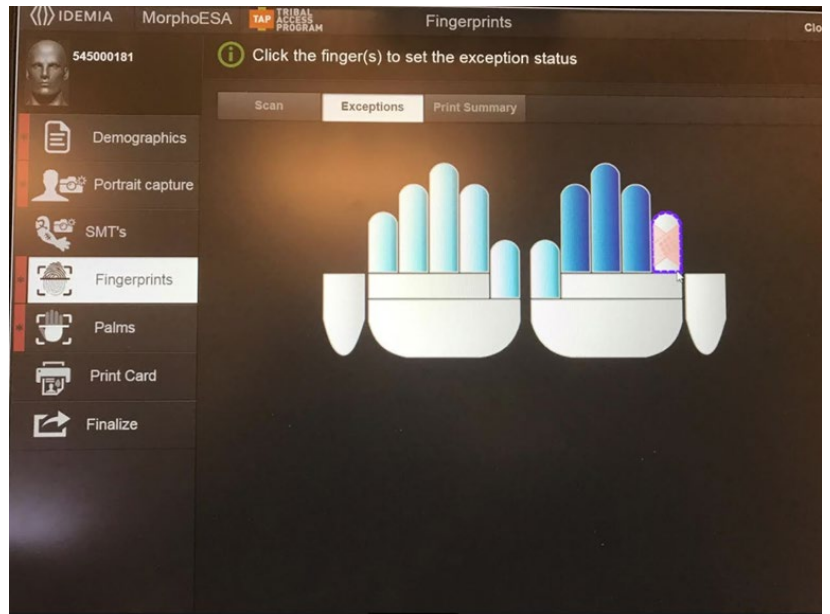
1. Click the **Fingerprints** option on the left menu bar

2. Click the **Exemptions** tab on top of the screen.
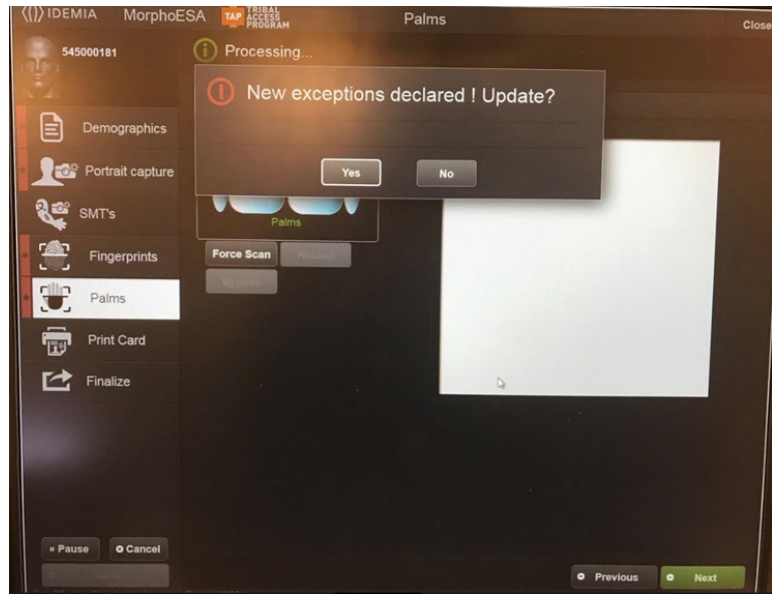

3. Select the finger to be exempted.

    a. Click **Once** on the finger you wish to indicate has a bandage.

    b. Click **Twice** on the finger you wish to indicate is amputated.

    c. Click **Three** times on the finger you wish to indicate has a scar.

    d. Click **Four** times on the finger to remove the exemptions.
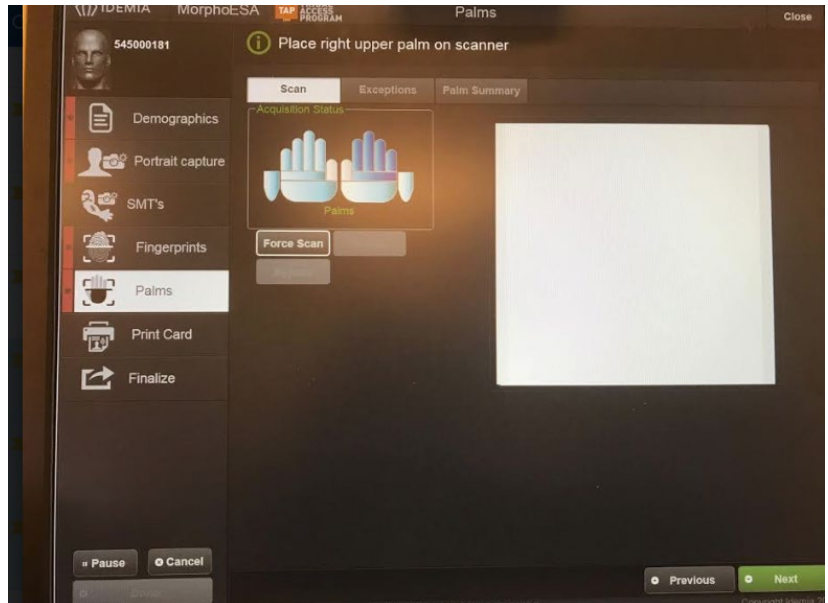
4. Once all exemptions have been indicated, press **"Yes'** when the pop-up message asks "*New exemptions declared! Update?"*
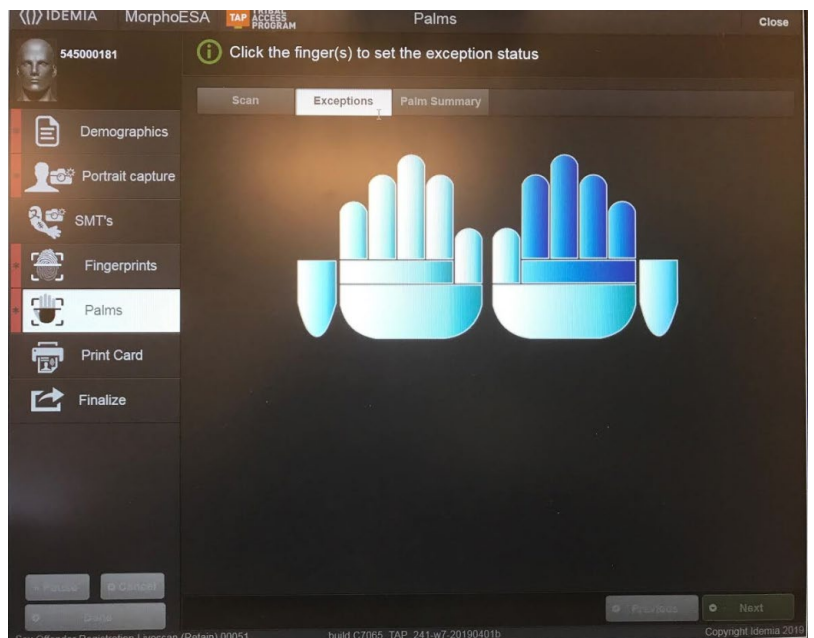
Capturing Palmprints with Exemptions

1. If capturing palmprints with exemptions, click the **Palms** option on the left menu bar.
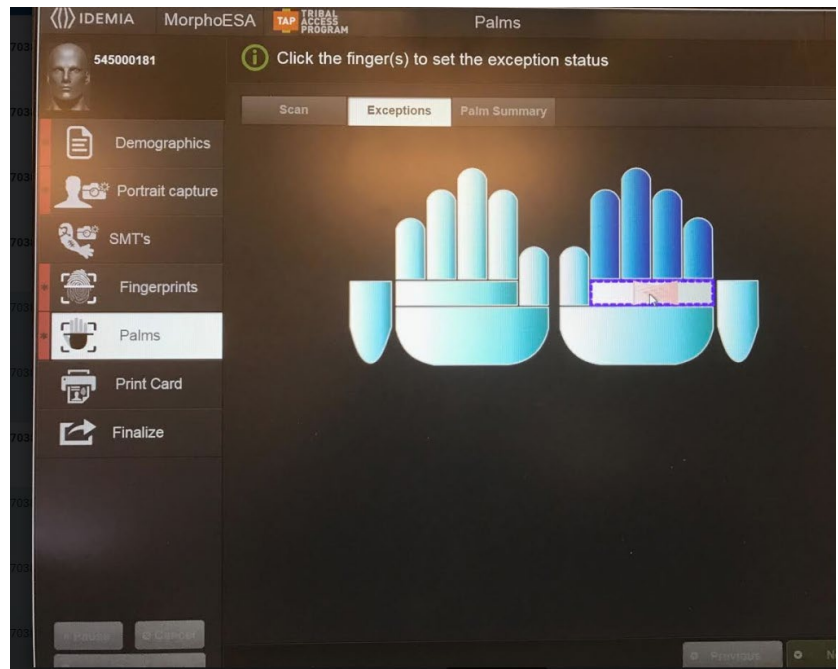

2. Click the **Exemptions** tab on top of the screen.

3. Select the upper, lower, or writer's palm, to indicate that there is an exemption.

    a. Click **Once** on the palm area you wish to indicate has a bandage.

    b. Click **Twice** on the palm area you wish to indicate is amputated.

    c. Click **Three** times on the palm area you wish to indicate has a scar.

    d. Click **Four** times on the palm area to remove the exemptions.

4. Once all exemptions have been indicated, press "**Yes**' when the pop-up message asks "*New exemptions declared! Update?"*