

Instructions: Attach (USE glue or transparent tape, DO NOT staple) to the **top-left corner** of this page one image that is:

- full-color
- portrait format
- front facial

for each arrest (not for each charge).

The image size must be:

- A minimum of 3.1" x 3.1" (Polaroid ONLY – Full Polaroid film size is 3.5" x 4.2")
- A minimum of 4" x 6" (All other image types)
- A maximum of 6" x 8"

Place top left corner of image in top left of outside box on this page.

Mail with fingerprint card to VSP.  
Do not attach to card.

*Polaroid image size (with white border)*

*Maximum image size (6" x 8") – image must be placed on or within within these outside lines.*

### Virginia State Police – Mugshot Submission Form

Subject's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_ Sex: **M** or **F**

Initial Document Control Number (DCN) of arrest: \_\_\_\_\_

(The DCN is a sequence of a letter and six numbers (A123456 or 123456A) that is printed below the bar code on the card. If there are multiple charges, only the first DCN is needed.)