**SAMPLE Email instructions for out of State Candidates**

Hello \_\_\_\_\_\_\_\_\_\_\_,

Since you are located outside of the Portland District area and unable to come in to the Portland District security office to have your fingerprints taken, you have a few other options to obtain fingerprinting services. We suggest that you go to: a local USACE District security office, a local police or sheriff's department, a courthouse, or another cooperating Federal agency to have them taken. We encourage you to have your fingerprints taken and transmitted electronically, if possible.

If you go to a law enforcement office, you will most likely receive a paper fingerprint chart. This fingerprint chart will need to be sent to your volunteer coordinator. Please be sure to provide your SSN# on the fingerprint chart where indicated and be sure both you and the person who took your fingerprints have signed the fingerprint chart. I strongly suggest you upgrade the shipping to at least 2nd day and be sure to use a carrier that will provide you a tracking number. Please email your volunteer coordinator the name of the carrier you chose along with the tracking number.

If you are at a USACE or other Federal office, they will almost certainly take and transmit your fingerprints electronically. This is much easier for everyone, and should be totally free of charge for you. If you go this route, the fingerprint technician will need the following codes that will link your fingerprints with the Portland District Security Office:

**SON: 2101, SOI: A170, ALC: 00005570**

Please let me know if you have any further questions about the fingerprint process.