

SAMPLE FORM MEMO OF FINGERPRINT TRANSMITTAL TO CJIS

TO: _____, Director, Criminal Justice Information System

FROM: _____, Warden
_____ Institution

DATE: _____

The attached original fingerprints are for inmate (inmate's name and ID number), who died on _____. A copy of these fingerprints has been maintained in the inmate's base file.

Cc: Serious Incident Report
Inmate Base File