Technical Procedure for the SAFIS/FBI Databases

1.0 Purpose - This procedure describes how to operate the State Automated Fingerprint Identification System/Federal Bureau of Investigation Databases (SAFIS/FBI).

2.0 Scope - This procedure applies to latent finger and palmprints that are to be searched through the SAFIS/FBI. The SAFIS and the FBI Databases are designed to search unidentified latent fingerprints and palmprints which may be left on items of evidence or recovered at crime scenes. The SAFIS/FBI is also designed to search unknown deceased fingerprints as well as known inked ten prints.

3.0 Definitions – N/A

4.0 Equipment, Materials, and Reagents

4.1 Equipment and Materials

- SAFIS/FBI Databases Computer station
- SAFIS/FBI Databases printers

4.2 Reagents – N/A

5.0 Procedure

5.1 Latent fingerprint/palmprint database entries

5.1.1 Assign a case ID.

5.1.2 Scan, photograph, or select a latent image file to be encoded.

5.1.3 Assign the appropriate descriptors (e.g., fingerprint/palmprint, pattern type, finger/palm, location).

5.1.4 Plot minutiae using auto plotting and/or manual plotting techniques.

5.1.5 Assign search parameters and descriptors, if necessary.

5.1.6 Select the appropriate search. Prints may be entered and run simultaneously through the SAFIS and FBI Databases. The user may choose both search options to run simultaneously.

5.1.7 Save and Search.

5.2 Verification of Searches

5.2.1 Manually verify the respondents from the candidate list.

5.2.1.1 If results are negative, disposition the case as a Non-Ident which will automatically retain the print for continual searching in the database(s).

5.2.1.2 If results are positive, disposition the case as an Ident.

5.2.1.3 If searched through both SAFIS/FBI databases simultaneously and the results are positive in one of the databases then the print will be dispositioned out and will not be continuously searched in either database.

5.3 Printing Candidate Lists

5.3.1 Select appropriate candidate list.

5.3.2 Print using "Print to PDF" or select a designated SAFIS printer.

5.4 Ten Print Card Retrieval

5.4.1 Type in the search information (SID, FBI#, Incident Number, or Name) and search the database.

5.4.2 Select the correct candidate and print the card to a designated SAFIS printer.

5.5 Standards and Controls – N/A

5.6 Calibration – SAFIS/FBI is maintained by the SBI Criminal Information and Identification Section (CIIS).

5.7 Sampling – N/A

5.8 Calculations – N/A

5.9 Uncertainty of Measurement – N/A

6.0 Limitations – The State Automated Fingerprint Identification System (SAFIS) has the capability to search latent fingerprints and palmprints from arresting agencies throughout North Carolina and other states. This database is maintained, and updated as necessary, by the Criminal Information and Identification Section (CIIS).

6.1 The system is designed in a Microsoft Windows format and is efficient with respect to entries and verification packets. For further instructions, please refer to the Operations Manuals.

6.2 SAFIS hits or identifications shall be recorded with the SAFIS printer to be included in the case notes or on the Image Processing System and within the SAFIS Hit log. (Refer to the Section Image Processing Procedure)

7.0 Safety – N/A

8.0 References

Brown, J.P. "A Latent Print Examiner's Guide to IAFIS." *Journal of Forensic Identification.* Vol. 57, 4: 539–549 (2007).

Cooper, G.K. "Automated Fingerprint Storage, Retrieval and Sharing in California." *International Forensic Symposium on Latent Prints.* (July 1987): 77-81.

King, B.W. "Automated Fingerprint Identification System Operation in Canada." *International Symposium on the Forensic Aspects of Latent Prints.* (May 1993): 69-76.

Stock, R.M. "An Historical Overview of Automated Fingerprint Identification Systems." *International Forensic Symposium on Latent Prints.* (July 1987): 51-60.

Williams, N. "Canada Moves toward a Nationwide Automated Fingerprint I.D. System." *Advanced Imaging.* (April 1989): 54-59; 75.

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
04/06/2026	5	5.2.1.1 Add- 'If the print is not identified then the print will be continuously searched in the databases" 5.2.1.3 added to address continual searching in databases