



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-052500 PPD Use of FBI Form I-12 (Flash Notice) and Fingerprint Cards	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 11/22/23 Revised: 03/06/15
Alisha Tafoya Lucero, Cabinet Secretary		

AUTHORITY:

NMSA 1978, Section 31-21-7 (A), as amended.

REFERENCE:

ACA Standards 4-APPFS-1A-03, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To establish guidelines for the use of the FBI form I-12.

APPLICABILITY:

All Probation and Parole Division staff responsible for completing FBI notices.

ATTACHMENTS:

- A. **I-12 Flash Notice Instructions** Attachment (*CD-052501.A*)
- B. **Flash Notice Sample** Attachment (*CD-052501.B*)
- C. **Fingerprint Card Sample** Attachment (*CD-052501.C*)

POLICY: [4-APPFS-1A-03]

Supervising officers of the Probation and Parole Division shall submit FBI form I-12 (Flash Notice) and fingerprint cards to the New Mexico State Police on all New Mexico felons and misdemeanants being supervised in order to ensure positive identification, assist in the location of absconders, and to be advised of up-to-date offender information.



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AUTHORITY:

Policy *CD-051600*

PROCEDURES: [4-APPFS-1A-03]

All Probation Parole staff responsible for submitting flash notices shall ensure the form is properly completed on every felony and misdemeanor probationer or parolee when the case is opened. The spaces provided for Agency, ORI number, and address, shall be completed, with the ORI number being the designated ORI number of the appropriate district office. For dual cases, the probation and parole staff will enter information on both probation and parole on one (1) flash notice.

A. Flash Notices:

A completed Form I-12 (“Flash Notice”) advises the FBI of the disposition of a case, when an offender is placed on probation or parole, and/or when an inmate is released on parole.

B. Fingerprint Cards:

Three original fingerprint cards (available from the FBI) shall be completed and included in the Flash Notice packet sent to DPS. One original fingerprint card shall be placed in the back of the offender file, unless electronically submitted.

Fingerprints must be rolled from nail to nail and up from the knuckle.

C. Flash Notice packets:

All Flash Notice packets shall be distributed as directed by the **I-12 Flash Notice Instructions Attachment (CD-052501.A)** to:

New Mexico State Police
Attention: Identification Section
P. O. Box 1628
Santa Fe, New Mexico, 87505-9985

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I-12 Flash Notice Instructions

All Flash Notices shall be saved in the offender file located on the common drive and shall be printed in triplicate, creating three (3) copies on white or pink paper.

1. Initial notification

A flash notice shall be promptly completed on every felony and misdemeanor probationer or parolee when a case is opened. The disposition of the criminal charges must be noted on the form I-12, i.e., type of conviction, length of sentence and final disposition, such as conditional discharge, or deferred or suspended sentence.

2. Change in Termination Date

Whenever a change to a termination date occurs, the FBI must be notified within thirty (30) days. An amended flash notice shall be created indicating the length of probation and the new termination dates in the appropriate spaces. Failure to notify the FBI will result in the original flash being automatically canceled.

3. Cancellation notification

The FBI must be notified when an offender's custody is secured or information on him is no longer desired. A cancelled flash notice shall be created and submitted to the FBI when:

- a. The offender receives an early discharge from supervision;
- b. The absconder has been apprehended;
- c. The offender's probation or parole has been revoked; or
- d. The offender's probation or parole has expired and type of discharge, "Satisfactory" or "Unsatisfactory." Order on release of conditional discharge, order of dismissal on deferred sentence.

4. Flash Notice Packets

- a. An initial Flash Notice packet shall consist of the following:
Two (2) original fingerprint cards attached to two (2) copies of the form I-12 on white or pink paper, with picture attached.
 - b. The change in termination Flash Notice packet shall consist of the following:
Two (2) copies of the amended Form I-12 on white or pink paper, unless electronically submitted.
 - c. The cancellation Flash Notice packet shall consist of two (2) copy of the cancelled form I-1 on white or pink paper.
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Sample I-12 Flash Notice

Flash/Cancellation Notice
I-12 (Rev. 9-28-99)

Date: _____

To: FBI, CJIS Division
Clarksburg, WV 26306

Flash: _____ (date)	Expires _____ (date)	Parole _____ (date)	Expires: _____ (date)
Mandatory Release _____	Expires _____	Parole _____	Expires: _____
Supervised Release _____	Expires _____	SPT _____	Expires: _____
Probation _____	Expires _____	PTD _____	Expires: _____
When requesting flash notice, give the following information:			
Date and Place of Sentence:		Final Disposition	
Charge			
Contributor of Fingerprints			
<input type="checkbox"/> CANCEL (reason)			
Name		Residence	
Aliases	Numbers	Occupation	
	Arrest	Race	Sex
Military	Height		
FBI#	Alien	Weight	Eyes
Date of Birth	Social Security	Hair	
Place of Birth	Scars, marks and tattoos		
Agency Case or File Number	<input checked="" type="checkbox"/> Please Furnish Identification Record		
Agency *ORI#, and Address of Parties to be notified of Apprehension:	Agency, *ORI#, and Address of Contributor:		

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Fingerprint Card Sample

LEAVE BLANK		CRIMINAL		(STAPLE HERE)				LEAVE BLANK	
STATE USAGE		SUBMISSION		APPROXIMATE CLASS		AMPLITUDE		SCALE	
SIGNATURE OF PERSON FINGERPRINTED		SPERM SECURITY NO.		FINGER MARKS					
ALIAS IN BORN		LAST NAME, FIRST NAME, MIDDLE NAME, INITIAL							
TELNO.	SERIAL NO. & EXTENSION	TYPE OF PRINT	MM	DD	YY	SEX	RACE	HEIGHT	WEIGHT
LEFT INDEX	R INDEX	L MIDDLE	R MIDDLE			R RING	L R RING		
L THUMB	R THUMB	L INDEX	R INDEX			L MIDDLE	R MIDDLE		
L RING	R RING	L MIDDLE	R MIDDLE			L RING	R RING		
L THUMB	R THUMB	L INDEX		R INDEX		L MIDDLE		R MIDDLE	

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26308

PRIVACY ACT OF 1974 (P.L. 93-502) REQUIRES THAT FEDERAL BUREAU OF INVESTIGATION INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED FOR IDENTIFICATION PURPOSES OF THE AUTHORITY, SCOPE OF AUTHORITY FOR SUCH COLLECTION, AND USES WHICH WILL BE MADE OF IT.

DATE OF ARREST: MM DD YY

DATE OF OFFENSE: MM DD YY

PLACE OF BIRTH (STATE OR COUNTRY):

COUNTRY OF OTHER BIRTH:

PROBATION/parole OFF ALBUQUERQUE, NM

REPLY DECIDED: YES NO

EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY. IF MILITARY, LIST BRANCH OF SERVICE AND GRADE.

OCCUPATION:

CLASSIFICATION:

POSITION:

ADDITIONAL:

ADDITIONAL INFORMATION FOR FBI OFFICE:

STATE BUREAU STAMP:

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