**PaperDispositionForms**
Some examples of paper Disposition Forms include:

- Court Orders
- Computerized Forms Devised and Approved by the Respective State
- R-84 Final Disposition Report

The R-84 Final Disposition Report is the most commonly used paper Disposition Form. The R-84 is a standard form available through the FBI, free of charge. To order R-84 Final Disposition Report or R-84 Training Forms, contact the FBI at 304-625-3983.

**Required Information for the R-84 Final Disposition Report**

1) **Name**
The name submitted on the original arrest fingerprints that established the record. The format is last name followed by a comma, first and middle name, if any. Suffixes denoting seniority (e.g., Jr., Sr., III, etc.) should follow the middle name.

2) **Date of Birth (DOB)**
DOB in month, day and year format (e.g., MM/DD/YYYY) If a complete DOB is not known, enter the approximate age of the subject followed by the statement "Years of Age"

3) **Contributor of Fingerprints**
The name and location of the agency that submitted the original arrest fingerprints

4) **Date Arrested or Received**
Date the subject was arrested by the contributor of the original arrest fingerprints. The format is month, day and year (e.g., MM/DD/YYYY).

5) **Offenses Charged at Arrest**
Express the original arrest charge(s) in literal term (e.g., shoplifting, poss. drug paraphernalia, etc.). Numeric arrest codes and U.S. Title Codes are acceptable when accompanied by the literal charge.

6) **Final Disposition**
- List all final disposition information, including the sentence date for each charge. Include amended charges
- Indicate the type of sentence imposed if applicable (e.g., consecutive, concurrent, probation, etc.)
- Number each disposition to correspond with the appropriate charge
- If the subject was convicted or plead guilty to a lesser charge, include the modification with the disposition
- Indicate if a single final disposition applies to all charges listed (e.g., 30 days or $50 fine on petty larceny)

7) **Submitting Agency**
The Originating Agency Identifier (ORI) number, agency name, city, and state of the submitting agency Also, provide signature, date, and title.

The current version of the R-84 Final Disposition Report is dated 8/99. Previous versions of the R-84 required the right fingerprint impressions of the subject. Fingerprint impressions are no longer required.