

An important part of booking a suspect is documenting their personal information with photographs and written descriptions

Tip: This activity works best with at least two people

Take the mugshot photos

Materials needed:

- Cell phone or camera
- Printer (optional)

1. Hang the height chart backdrop on the wall.
2. Choose a member of your group to be the suspect.
3. Use the included letter, number, and symbol characters to add the suspect's name and the booking date to the letter board.
4. Have the suspect stand in front of the height chart while holding the letter board at chest level.
5. Take a full-body photo of the suspect facing forward.

6. Take a portrait photo (head and shoulders) of the suspect facing forward.
7. Take two portrait photos (head and shoulders) of the suspect in profile, one facing left and one facing right.
8. (Optional) Print the photos and attach them to the booking card when it's completely filled out.

Document identifying information

Materials needed:

- Pen
- Internet access to look up the criminal code in your jurisdiction

On the front of the booking card

1. Fill in your suspect's name and aliases.
2. Document their physical description (sex, race, height, weight, eye color, and hair color) in the areas provided.

Document identifying information, continued

3. Use the ink strips to collect your suspect's fingerprints as specified in the boxes provided.
 - For information about how to roll fingerprints, visit <https://forensikit.com/fingerprinting-with-ink/>
 - Be sure to sign and date the card as the official taking fingerprints in the areas provided
4. Fill in the charge(s) your suspect is facing in the areas provided.
 - For authenticity, refer to the online criminal code where you live. Otherwise, use your imagination.

On the back of the booking card

1. Provide additional details about your suspect's alleged crime(s) in the spaces provided.
2. Document your suspect's employment details, home address, and identifying marks in the areas provided.

When all information has been recorded, have your suspect sign the front of the booking card in the space provided.

Did You Know?

A mugshot is typically a series of photos: front-facing, left and right profiles, and full body.

The mugshot letter board has evolved through time and technology.

- » In many cities, the alleged criminal no longer holds a sign in front of themselves while being photographed.
- » Instead, the mugshot is linked to a database to assign the placard information.

There is no standard format for booking numbers.

- » The number may be the case number or a unique serial number assigned by the agency.
- » The number is typically chronological, while letters preceding it are significant for that agency. For example, a J might stand for Juvenile. An X might mean they were transferred from another state.

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