

## **.01 AFIP Workstations - Types - Local Office**

Each local office is equipped with one AFIP local office workstation and one [AFIP portable unit](#) to generate fingerprint imaging records. Operators use the AFIP local office workstation to complete the following:

- Initiate the [fingerprint imaging enrollment process](#)
- Generate fingerprint imaging records
- Receive [enrollment reports](#)

Mandatory AFIP participants are required to complete the fingerprint imaging process at the correct local office.

A participant may be fingerprint imaged at another local office only when a special need situation is determined to exist. This determination must be made by both the Local Office Manager (LOM) from the correct local office, and the LOM from the office in which the imaging is to take place.

When the fingerprint imaging office agrees to complete the imaging, they must inform the correct local office that the participant completed the imaging. They must also forward the [AFIP enrollment receipt](#) and any applicable information to the correct local office to be placed into the [case file\(g\)](#).

When logging off of the AFIP work station or at the close of business each day, complete the following:

- Click on the LOGOUT icon, or click on FILE, then click on EXIT.
- Press CTRL + ALT + DELETE.
- Click on LOGOFF.
- Click on OK.

The power to the PC must not be turned off, unless instructed to do so by AFIP or SagemMorpho, or in emergency situations. The power to the monitor, camera, scanner, and printer may be turned off, as long as the power for the PC remains on.