

FINGERPRINTING REQUIREMENTS

NOTICE: The Department of Housing encountered a delay in the transition from fingerprint cards to DPS Level One Clearance Cards. Therefore, to avoid delays in processing license applications, applicants will need to continue to submit the \$22.00 background processing fee and submit a fingerprint card in the manner described in the Fingerprinting Requirements. Thank you for your patience and understanding during this transition. We will continue to provide updates as they occur.

Fingerprint card(s) must be completed as outlined below and returned to the Department of Housing. One set of fingerprints and fee are required for:

- The Qualifying Party; and
- The Individual named as Sole Proprietor (or Owner), or
- Each Partner of a Partnership, or
- The President, V.P., Secretary and Treasurer of a Corporation, or
- The Managing Members of a Limited Liability Company, or
- Each General Partner of a Limited Partnership, or
- Any person applying for a Salesperson's license.

Where to be fingerprinted: You may be fingerprinted by any company or government agency that offers fingerprinting services.

What you must take to the official/person taking your fingerprints:

- Unexpired photo identification
- Fingerprint Verification Form
- Appropriately sized mailing envelope

****The Fingerprint Verification Form contains instructions and a section that must be completed by the fingerprint technician. The instructions tell the fingerprint technician to request a valid, unexpired government-issued photo ID and to compare the physical descriptors on the photo ID to the applicant. Once the applicant has been fingerprinted, the instructions tell the fingerprint technician to place the fingerprint card and the completed Fingerprint Verification Form into the envelope and seal it before returning the envelope to the applicant. The applicant then must mail/deliver the envelope with the seal intact to the Department.***

FINGERPRINTING REQUIREMENTS Page Two

- All information must be typed or printed in black. Each block to be completed is given a number and the corresponding number description is outlined below.
- Full name in all capital letters. If you only have a middle initial, designate (I.O.) (initial only) next to the middle initial; if you do not have a middle name or initial, designate NMI (no middle initial).

Last Name	First Name	Middle Name
DOE	JOHN	JOSEPH

- Signature of individual who was fingerprinted.
- Complete residence address of the individual who was fingerprinted, including apartment/space number, city, state and zip code.
- Aliases: Other names that may have been used at any time.
- Date of birth in numbers, such as 7-21-52.
- Citizenship: The name of the country you are a citizen of: U.S.A. or other citizenship.
- Personal description, abbreviated:

<u>Sex</u>	<u>Race</u>	<u>Hgt.</u>	<u>Wgt.</u>	<u>Eyes</u>	<u>Hair</u>
M	W	5'8"	165	BRN	BRN

Place of Birth: State City and State.

- Armed Forces number: Military enlistment number even if it is your social security number.
- Social security number: Fill in the number even if it's shown in Block 14.
- Miscellaneous number: List any other identifying number.
- Date and signature of official taking the fingerprints.

Taking of fingerprints. The following information **must be followed exactly** or the FBI will **reject the fingerprint card**. You may wish to provide these instructions to the fingerprint technician.

- Have fingerprint technician make certain all impressions are taken in proper order, legible, fully rolled nail to nail and classifiable. All data called for is essential.
- If an amputation or deformity makes it impossible to print a finger, the fingerprint official should make a notation to that effect, (i.e. "amp") in the individual finger block. **No** other writing is permitted in the fingerprint blocks.
- If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained. Make sure the fingerprint official does **NOT** stamp "best prints possible" on card.
- No highlighter can be used on the fingerprint blocks.

- If the fingerprint image bleeds onto the blue lines or overlaps the borders of that block, the card will be rejected.
- Fingerprints at the bottom of the page must be straight up and down on the card.

Return of fingerprint card

- **WARNING:** The fingerprint card(s) cannot be folded or defaced in any manner because they are machine-processed.
- Card must be returned in a mailing envelope that was sealed by the fingerprint technician. The fingerprint technician may not give the applicant the card without first sealing it inside the envelope. The envelope must be large enough for the fingerprint card to fit inside without it being folded or bent.
- The fingerprint card must be returned/mailed to the Department of Housing, Attn: Licensing, 1110 W. Washington St., Ste. 280, Phoenix, AZ 85007.
- All FBI record searches will be treated as confidential information and will not be disclosed, except as provided by law.

FINGERPRINT VERIFICATION FORM

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

- Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
- Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
- Fill out the information in the boxes below. Please print clearly.
- Once the prints have been taken, place the fingerprint card and this form into the envelope provided by the applicant and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant. *Do not give the applicant the card without first sealing it inside the envelope.*

PRINT the following information:

Date Fingerprints Taken
Name of Applicant Fingerprinted
Fingerprint Technician's Agency/Company Name
Type of Photo ID provided by applicant (check one) <input type="checkbox"/> Driver's License/MVD issued ID <input type="checkbox"/> Other (please specify on line below) <input type="checkbox"/> Passport _____