Arizona Department of Health Services
Bureau of Child Care Licensing
GUIDELINES FOR FINGERPRINTING REGISTRATION

For further information regarding the fingerprinting registration process, go to
www.azdps.gov/services/fingerprint/

1. You may obtain an application packet from your employer or you may request a packet directly from the Department of Public Safety (DPS) by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

2. **Read** instructions, and **complete** packet. Mark:
   - DHS CHILD CARE FACILITY LICENSEES 36-882
   - DHS CHILD CARE WORKERS 36-883.02
   - DHS CHLD CARE GROUP HOME LICENSEES 36-897.01
   - DHS CHILD CARE GROUP HOME EMPLOYEES 36-897.03

   For information regarding the ONLINE application process, please go to the DPS website (see link above) under the "Apply for a Card" tab
   OR Go directly to **https://www.azdps.gov/services/public/fingerprint**

3. **Obtain** the Criminal History Affidavit form at:

   http://www.azdhs.gov/documents/licensing/childcare-facilities/providers/forms/criminal_history_affidavit.pdf

   OR call your Department of Health Services (D.H.S.) Bureau of Child Care Licensing regional office at: Phoenix – (602) 364-2539 or Tucson – (520) 628-6541

   Place the Criminal History Affidavit and a copy of the Applicant Fingerprint Clearance Card Application in employee(s) personnel file.

4. Pursuant to A.R.S. § 36-883(02)(A)…the fingerprint application **must be mailed within seven working days** of applicant's employment or beginning volunteer work. Mail the packet with a check or money order to the location listed in the application packet.

When contacting DPS to verify receipt/processing of the application, ensure that the contact is **documented in employee's facility file.**

5. **After receipt of Clearance Card:** Make 1 copy of the card, front & back, for the employee's personnel file.

If an employee works in more than one Facility, copies of the Clearance Card and the *Criminal History Affidavit* **must be on file at each location**.

6. New hires who have previously been fingerprinted and possess a Clearance Card:
   - Have the employee fill out a *Criminal History Affidavit* the first day of hire.
   - Place *Criminal History Affidavit* in the employee(s) personnel file.
   - It is REQUIRED that DPS is contacted within seven working days of hire to document in the file the status of an existing Clearance Card.
   - Copy the front and back of the Clearance Card for the employee's personnel file.

NOTE: Copies of the applicant's FINGERPRINT CLEARANCE CARD and CRIMINAL HISTORY AFFIDAVIT must be submitted with **the initial application for licensure**.

RENEWAL OF FINGERPRINT CLEARANCE CARDS

Upon renewal of an expiring *Fingerprint Clearance Card*, complete a new *Criminal History Affidavit* and keep on file at the facility. A copy of the *Fingerprint Clearance Card Application* and the new *Fingerprint Clearance Card*, upon receipt, must be on file at the facility. **Renew PRIOR to the expiration date**.