



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

TRANSMITTAL DATE: May 27, 2014

TOPIC: Changes to the Arizona DPS Fingerprint Clearance Card

**This message is being sent by DES/DDD Business Operations
on behalf of the Arizona Department of Public Safety (DPS)**

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**Important Information for All Qualified Vendors:
DPS Fingerprint Clearance Card**

The DPS Fingerprint Clearance Card Unit is in the process of updating its application for clearance cards. The changes that will be occurring are based on a recent audit by the Federal Bureau of Investigation (FBI). **Effective April 17, 2014**, a new insert is being included in the application packets for fingerprint clearance cards.

The FBI requires every applicant, at the forefront of the application process, to be notified that their fingerprints will be used to search criminal records through the FBI and to be provided with instructions on the record review process. The information is being provided in a temporary insert ([linked here](#)) in order to expedite dissemination. The information on the insert will eventually be embedded in an updated application form.

Another issue that will be addressed in response to the FBI audit is to ensure criminal history record information (CHRI) is only disseminated to authorized parties. DPS is in the process of revising the application and procedures to address this issue and will be performing a more stringent quality control. This process may result in the rejection of applications that list the employer's address as the mailing address.

Questions should be directed to the **DPS Fingerprint Clearance Card Unit:**
(602) 223-2279 or <https://www.azdps.gov/About/Contacts/Email/?c=Fingerprint>

For More Information: Qualified Vendors licensed or certified by the DES Office of Licensing, Certification and Regulation (OLCR) may contact **Mike LeHew at (602) 771-8266** or **Jamie Robinson at (602) 513-3429**.

Thank you.