



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD/OLCR

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REVISED

TRANSMITTAL DATE: December 28, 2016

TOPIC: Fingerprinting for Developmental Home Providers

Target Audience – Child and Adult Developmental Home Vendors

Fieldprint is a paperless fingerprinting service that captures fingerprints electronically and forwards them directly to DPS (Department of Public Safety) and the FBI (Federal Bureau of Investigation). As a result, processing times are faster with fewer errors. Cards are usually issued in 3-5 days! **Fieldprint is now available and is the preferred method for Child and Adult Developmental Home providers and household members.**

The Division covers the fingerprinting costs for Developmental Home providers and household members. During the application process, applicants will be prompted to input a specific code into the Fieldprint system. Division staff will provide this code to your agency representative. The billing code is **ONLY** to be used for Developmental Home providers and their household members. Applicants are required to schedule fingerprinting appointments. The Division will incur a charge for any missed appointments. Please reinforce to your provider community the importance of attending scheduled appointments or rescheduling according to the Fieldprint policies.

Fieldprint has over 30 kiosks located throughout the state. For locations and instructions on how to use Fieldprint, refer to the website: <http://fieldprintarizona.com>.

For providers residing in areas without a Fieldprint kiosk, paper applications will still be accepted. Processing times for paper applications will be 4-6 weeks. Paper applications should be mailed directly to OLCR for processing at this address:

OLCR

**P.O. Box 6123 SC-077F
Phoenix, AZ 85005-6123**

Questions related to this communication may be directed to Mike Lehew, mlehew@azdes.gov, or (602) 771-8266.

Thank you!