

**ARIZONA STATE BOARD OF PHARMACY
FINGERPRINT CARD INSTRUCTIONS**



A.R.S. § 32-1904(A)(6) requires you to submit a full set of fingerprints as part of your application for licensure. You **must** have your fingerprints taken on the blue-lined applicant fingerprint card provided to you. Do not have your fingerprints taken on a card intended for any other purpose. If you have had your fingerprints taken with or for another agency, you must still submit a set of fingerprints to this Board. A copy of a clearance card issued by DPS is not a substitute for this requirement.

Completing Your Fingerprint Card:

Please read and follow the directions below to facilitate prompt and accurate processing of your fingerprint card.

- Type or print legibly within the required blocks in black ink. Do not overlap the blue lines of the blocks.
- Do not write in the NMU or OCA blocks. They are for office use only.
- Do not write anything in the fingerprint image blocks (bottom half of the card) except for “amp” for amputated or “bnd” for bandaged fingers.
- Do not use highlighter on the fingerprint image blocks.
- Do not use the “Best Prints Possible” stamp on the card.
- Do not staple, fold or bend the fingerprint card.

The following sections of the fingerprint card must be completed:

Name: Last Name, First Name, Middle Name
Signature: Sign the card in black ink.
Residence Address: Your physical residence address, not your mailing address.
Date of Birth (DOB): MM/DD/YYYY
Date: The date you were fingerprinted.
Signature of Official Taking Prints: The signature of the person taking your fingerprints.
Sex: M for Male, F for Female.
Race: Enter the one letter abbreviation for race. A for Asian/Pacific Islander; B for Black; I for American Indian or Alaskan Native; W for White or Hispanic; U for Unknown.
Height: Enter the height in feet and inches (Ex: 507, not 67 inches).
Weight: Enter the weight in pounds as a whole number.
Eye Color: BLK for Black; BLU for Blue; BRO for Brown; GRN for Green; GRY for Gray; or HAZ for Hazel.
Hair Color: BAL for Bald, BLK for Black, BLN for Blonde, BRO for Brown, GRY for Gray, ONG for Orange, PNK for Pink, PLE for Purple, RED for Red or Auburn, SDY for Sandy or WHI for White.
Place of Birth (POB): If born in the United States enter the two letter state abbreviation (e.g., AZ). If born in a foreign country, enter the full name of the country.
Social Security Number: If you have a social security number, you must enter it. If you do not have one, leave the block blank.
Fingerprint Impressions: A complete set of fingerprint impressions must be submitted. All impressions must be taken in the proper order within the correct blue box with no overlapping. The prints must be legible. If a print is unacceptable, it may be covered with an adhesive tab. No more than one tab may be used on a single block.

Obtaining Fingerprinting Services:

- Contact your local law enforcement agency to see if they provide fingerprinting services for the public or search the Internet for fingerprinting services. The agency you choose must confirm your identity with a driver license or government-issued photo ID. A list of law enforcement agencies that provide fingerprinting services is enclosed for your convenience.
- DO NOT take your own fingerprints. Applicants who take their own fingerprints will have their cards returned, which will prolong the licensing process.

Submitting Your Fingerprint Card:

- The person taking your fingerprints must complete the following form, enclose it in an envelope with your completed fingerprint card and write their name across the edge of the seal. You must submit the sealed envelope to the Board office with payment of the fingerprint processing fee. DO NOT OPEN THE ENVELOPE.
- The fingerprint processing fee is \$22.00. Please note that this fee is in addition to the fee charged by the fingerprint technician and the application fee submitted with your license application.
- Acceptable forms of payment are money order or cashier's check. Personal checks and cash are NOT acceptable. Your check or money order must be made payable to the Arizona State Board of Pharmacy. Packets received with the wrong form of payment or incorrect amount will be returned for correction. This fee is non-refundable.

Processing Time:

Fingerprint card processing takes approximately 4-6 weeks. An incomplete or folded fingerprint card will be returned, which will delay processing. Delays will also occur if DPS or the FBI returns your fingerprint card because the fingerprints are illegible or unclassifiable. This Board will not issue a license until both state and federal criminal history reports have been received.



NOTIFICATIONS & DISCLOSURES



A.R.S. § 32-1904(A)(6) authorizes the Board to require all license applicants to submit a full set of fingerprints for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The set of fingerprints you submit to this Board will be used to check the criminal history records of the Department of Public Safety and the Federal Bureau of Investigation. The criminal justice information received by this agency will be used solely to determine your eligibility for licensure and may not be disseminated outside of this agency.

If you feel that your criminal history record is incomplete or inaccurate, you will be afforded a reasonable amount of time to complete or challenge the accuracy of the information contained in the record before the Board makes its final licensing decision.

The procedures for obtaining a change, correction or update of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. You may access information about reviewing and challenging your FBI criminal history record at www.fbi.gov under Criminal History Summary Checks or by calling 304.625.5590. To obtain a copy of your Arizona criminal history in order to review, update or correct the record, contact the Arizona Department of Public Safety Criminal History Records Unit at 602.223.2222 to obtain a fingerprint card and a Review and Challenge Packet. Information on the review and challenge process can be found on the DPS website, www.dps.gov.

If you intend to correct or complete your criminal history record, please notify the Board of your intention in writing.

**Fingerprinting Services
(As of July 2014)**

This list is provided to you as a courtesy. The Arizona State Board of Pharmacy does not guarantee that a technician on the following list will provide a fingerprint card that the FBI can read. Locations, hours and fees are subject to change. Please contact the provider to inquire about their fees, hours, restrictions and any documents you may need to bring with you. Fees paid to the fingerprint technician are separate from the fee you must pay to have your fingerprints processed by the Department of Public Safety.

Avondale

Avondale Police Department
11485 W. Civic Center Dr.
Avondale, AZ 85323
623.333.7001

Hours
Tuesdays: 9 AM - 12 PM, 1 PM - 4 PM

Cost & Payment
\$15 - Cash Only

Buckeye

Buckeye Police Department
100 N. Apache Rd
Buckeye, AZ 85326
623.349.6401

Hours
8:30 AM – 4 PM

Cost & Payment
\$15 for first card
\$5 for each additional card.
Cash or Money Order Only.

*Bring photo identification.

Casa Grande

Casa Grande Police
520 N. Marshall St.
Casa Grande, AZ 85122
520.421.8700

Hours
Tuesday – Thursday: 9 AM - 11 AM

Cost & Payment
\$5 - Cash or Debit Card

Chandler

Chandler Police Department
250 E. Chicago St
Chandler, AZ 85225
480.782.4000

Hours (excluding holidays):
Tuesdays: 5 - 7 PM
Thursdays: 11 AM - 1 PM

Cost & Payment
\$10 per card
Cash, Check, Credit Card, or Money Order

*Bring photo identification, fingerprint card, any other materials you were instructed to bring with you, and form of payment.

Flagstaff

Flagstaff Police Department
911 E. Sawmill Road
Flagstaff, AZ 86001
928.214.2530

Hours
Call for times

Cost & Payment
\$6 - Cash, Check

Goodyear

Goodyear Police Department
1111 S Litchfield Rd
Goodyear, AZ 85338

Hours
Mondays 9AM – 3 PM

Cost
\$17

Glendale

Glendale Police Department
6835 N. 57 Dr.
Glendale, AZ
623.930.3100

Hours:
Monday: 12 PM - 2 PM
Tuesday: 12 PM - 2 PM
Wednesday: 8 AM - 10 AM
Thursday: 12 PM - 2 PM
Call to check if fingerprinting is available before you arrive.

Cost & Payment:
\$10 for first 2 cards
\$5 each additional card
Cash, Check, Credit Card, Money Order

Phoenix

Maricopa County Sheriff
201 W. Jefferson St.
Phoenix, AZ 85003
602.876.1070

Hours:
Monday – Friday: 7:30 AM - 5 PM

Cost
\$8 per card

Phoenix Police Department
1717 E. Grant St., Suite 100
Phoenix, AZ 85034
602.534.1127

Hours:
Monday – Friday 8 AM - 4 PM

Cost & Payment
\$6 per card
Cash, Check or Debit/Credit Card

Sierra Vista

Sierra Vista Police Department
911 N. Coronado Drive
Sierra Vista, AZ 85635
520.458.3315

Hours:

Monday – Friday: 11:30 AM to 12:30 PM
Excluding Holidays.

Cost:

\$5

*Must provide fingerprint card.

Scottsdale

Scottsdale Police
9065 E. Via Linda
Scottsdale, AZ 85258
480.391.5000 (Ask for Fingerprint Info)

Hours:

Thu 11:30 PM - 2 PM
Sat 10 AM - 12:30 PM

Cost & Payment:

\$10 per card - Cash, Check or Money Order

Surprise

Surprise Police Department
14250 W. Statler Plaza, Suite #103
Surprise, AZ 85374
623.222.4000

Hours:

Thursdays 12:30 PM to 3:30 PM

Cost:

\$15 for 2 fingerprint cards
\$5 for each additional card

*Surprise residents and employees only. A valid government issued ID is required. Must bring fingerprint card.

Tempe

Tempe Police Department
120 E. Fifth Street
Tempe, AZ 85281
480.858.2024

Hours:

Monday – Friday: 10 AM – 2 PM
Tuesday & Wednesday: 6 PM – 8 PM

Cost :

\$7 per card

*Tempe residents only

Tucson

University of Arizona Police Department
1852 E. 1st Street
Tucson, AZ 85719
520.621.8273

Hours:

Tuesday & Thursday: 8 AM - 11AM

Cost & Payment:

\$10 per card - Cash or Check only

* Photo ID required; must provide own card

Tucson Police Department
1100 S. Alvernon
520.791.4697

Hours:

Wednesday: 8 AM – 3 PM

Cost & Payment

\$10 per card - Cash or Check Only

* Photo ID required. Must provide own card.

Pima County Sheriff's Department
1650 E. Benson Highway
Tucson, AZ 85714
520.741.4971

Hours:

Monday – Friday: 10 AM to 1:45 PM

Cost & Payment

\$10 - Cash Only

*Photo ID required

Pima County Sheriff's Auxiliary Volunteers
1650 East Benson Highway, Suite A
Tucson, Arizona 85714

Hours:

Monday - Friday 10 AM - 1:45 PM
First and third Saturday of each month 9:00
a.m. to noon
Excluding Holidays

Cost:

\$10 for the first card
\$5 for each subsequent card when
purchased / printed at the same visit.
Cash Only.

*A Government-issued photo ID required

Yuma

Yuma County Sheriff
141 S. Third Ave.
Yuma, AZ 85364
928.783.6274

Hours:

Monday, Wednesday, Friday:
9 AM - 11 AM
Tuesday, Thursday 3 PM - 5 PM

Cost & Payment

\$3 per card - Cash or Check



Arizona State Board of Pharmacy

1616 W. Adams, Suite 120, Phoenix, AZ 85007
P.O. Box 18520, Phoenix, AZ 85005
Phone: 602-771-ASBP (2727) Fax: 602-771-2749
www.azpharmacy.gov

FINGERPRINT VERIFICATION FORM

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. 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.
3. Fill out the information in the boxes below. Please print clearly.
4. Once the prints have been taken, place the fingerprint card and this form into the envelope 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:	Name of Applicant:
Name of Fingerprinting Technician (PRINT):	
Fingerprinting Technician's Agency/Company Name:	
Type of Photo ID Provided (Check One):	
<input type="checkbox"/> Driver's License/MVD Issued ID	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Passport	_____