



ARIZONA DEPARTMENT OF REAL ESTATE - Informational Alert

Licensing Fingerprint Clearance Card Process

As of **7/29/2010**, all new applicants seeking an **original license** (including but not limited to new real estate / cemetery / campground salesperson and/or broker, school owner/administrator, public report etc.) from the Arizona Department of Real Estate (ADRE) must provide an Arizona Fingerprint Clearance Card at the time of License application.

(A.R.S. §§ 32-2101.29, 32.2108.01)

A Fingerprint Clearance Card does not preclude the requirement to disclose any misdemeanor conviction, felony conviction, judgment, restriction, disciplinary action, civil judgment or recovery fund payment to the ADRE. A criminal disclosure at time of renewal shall require a Fingerprint Clearance Card before renewal is processed.

How to obtain a Fingerprint Clearance Card

Expedited Electronic Process (Online)

Fingerprint Clearance Card applicants will simply log on to the Fieldprint website at <http://fieldprintarizona.com/%C2%A0page> to start the process. The online application process will include the following steps to:

- Submit the application for fingerprinting and the Fingerprint Clearance Card
- Schedule an appointment at a convenient Fieldprint location
- Pay the fingerprinting and Fingerprint Clearance Card application fee by credit card
- Wait to receive Fingerprint Clearance Card by mail or decision otherwise

Other Relevant Information

- Expedited processing time averages less than a week. However, applicants with criminal records will experience longer processing times.
- Fingerprints will be used to obtain both state and federal criminal records check.
- Fingerprint Clearance Cards are valid for six years.
- Fingerprint Clearance precluding offenses may be found by visiting the state website: www.azleg.gov and view A.R.S. §41-1758.03.
- Fingerprint Clearance Card denials may be appealed through the Fingerprint Clearance Appeal Board.
- Remember the disclosure requirement: A.A.C. R4-28-303.D (1) for all licensees. A disclosure is required within 10 (ten) days of final outcome of the criminal conviction, adverse judgment, denial or restriction of or disciplinary action against a professional or occupational license, or recovery fund payment. A Valid Fingerprint Clearance Card will be required.

For more information on the Fingerprint Clearance Card process, visit the Arizona Department of Public Safety website at <http://www.azdps.gov/services/public/fingerprint>

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