Arizona Department of Public Safety

Noncriminal Justice Agency Process - Fingerprint-Based Criminal History

Application for Access

This application is for agencies which desire to submit fingerprints to receive criminal history record information for a noncriminal justice purpose such as evaluating the fitness of employees, volunteers, licensees, pre-adoption certification, etc. This is not for applicant clearance cards. Please type or print legibly all the requested information. Some authorizations require additional documentation to be submitted with the application.

Agency Full Name		
Street address or PO Box		
City	State	Zip Code

Agency Type – Indicate your agency type below

Eligible for federal and Arizona criminal history:

_____ Public Charter School
(Authorization ARS §15-183)

_____ Public School District
(Authorization ARS §15-512)

_____ Fire District/Dept
(Authorization ARS §48-805)

_____ Government Agency

Type: _____

Authorization: _____
(If using local ordinance, provide copy of authorization/ordinance. If newly approved, include a copy of the approval letter.)

Eligible for Arizona criminal history only:

____ Private adoption agency/private adoption attorney
(MUST provide copy of court order)
Authorization (mark one): ____ ARS §41-1750
____ ARS §8-105

____ Non-profit organization
(Authorization ARS §41-1750 (G) 23. Non-profit organizations must also complete the Non-profit Declaration)
Please indicate type:

____ Private school

____ Church

____ Other (please describe organization type, not tax status):

_____

_____

Name and title of person completing this form (please print)	Contact phone	Date

Send the completed application and any required supporting documentation to one of the following:

Arizona Department of Public Safety
Access Integrity Unit - MD 1190
ATTN: Noncriminal Justice Agency Compliance
P.O. Box 6638
Phoenix, AZ 85005-6638

Fax: (602) 223-2926
Attn: AIU - Noncriminal Justice Compliance

Email: NCJA@azdps.gov

Subject line:
Access Application