



Arizona Department of Public Safety

Noncriminal Justice Agency Training Reservation Form

The Department of Public Safety Access Integrity Unit (AIU) offers training classes to assist noncriminal justice agencies which submit applicant fingerprint cards in maintaining compliance with state and federal law as it pertains to accessing criminal justice and criminal history record information. Descriptions of the basic classes can be found in the DPS Classes & Assistance section of the Arizona Noncriminal Justice Agency Guide or online in the NCJA Fingerprint Compliance section of the DPS website. Updated training schedules and special classes are also periodically posted online. Classes are free of charge.

To make reservations for training, the Agency Security Contact (ASC) should fill out the Training Reservation Form below, indicate the class(es) and training date(s) requested, and return it to AIU. Confirmation will be emailed to the ASC.

Training Reservation Form		
Agency Name	Date	
Agency Security Contact Name	Agency Security Contact Phone	
Agency Security Contact Email		
List of Attendees (If Known)		
<u>Class Name</u>	<u>Date Requested</u>	<u># of Attendees</u>
_____ Initial Access Training (REQUIRED for new Agencies)	_____	_____
_____ NCJA Compliance Training	_____	_____
_____ Compliance Refresher (Audit Prep)	_____	_____
_____ Other: _____	_____	_____

Send completed form to:

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

OR

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

Email: NCJA@azdps.gov
Subject line: Training Reservation