



# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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***“Courteous Vigilance”***

DOUGLAS A. DUCEY Governor FRANK L. MILSTEAD Director

## **IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW** **RESIDENT MANAGER INSTRUCTIONS\*\***

If the Qualifying Party (QP) lives outside the State of Arizona, the QP shall designate a RESIDENT MANAGER who is a manager of the agency, who maintains full-time legal residency in this state, and who meets the requirements of Arizona Revised Statutes (ARS) §32-2612 and §32-2616.

*In addition to the other requirements of ARS §32-2612, the Resident Manager must possess at least three years of full-time experience as a manager, supervisor, or administrator of a security guard agency or three years of full-time supervisory experience with any United States military, federal, state, county, or municipal law enforcement agency. The Resident Manager must substantiate managerial work experience claimed as years of qualifying experience and provide the exact details as to the character and nature of the experience on a form prescribed by the Department and certified by the employer.*

The QP shall designate in writing the name of the Resident Manager and certify that person meets the managerial, supervisory or administrative requirements as stated above. The Resident Manager must complete the same application as the QP and successfully pass the criminal history background check.

The following steps are necessary to designate and certify a Resident Manager:

1. The QP designates in writing to the Licensing Unit the name of the individual to be the Resident Manager;
2. The QP certifies that this applicant has the requisite experience as stated above;
3. The Resident Manager submits documents to substantiate his/her three years of full time management, supervisory or administrative work experience;
4. The Resident Manager submits the Security Guard/Private Investigation Agency application;
5. The Resident Manager submits a classifiable set of fingerprints\*\*\*;
6. All required fees are submitted: \$50.00\* application, \$22.00\* fingerprint processing fee, for a total of \$72.00;
7. The Resident Manager submits a notarized copy of his/her driver's license;
8. The Resident Manager submits one color passport sized photograph or a color facial photograph that is 2"x2" or smaller.

Successful completion of the above steps, including the criminal history background check, qualifies the individual as Resident Manager and an identification card will be issued.

\*ALL FEES ARE NON-REFUNDABLE

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT: [http://www.azleg.gov/ArizonaRevised Statutes.asp](http://www.azleg.gov/ArizonaRevised%20Statutes.asp) Then see Title 32, Chapter 26

\*\*\* The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34

Please use the Mailing Address for all correspondence.  
If you have any questions, please call 602-223-2361 or visit  
[www.azdps.gov](http://www.azdps.gov)

Licensing Unit Office  
Arizona Department of Public Safety  
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Phoenix, AZ 85009  
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