



ARIZONA DEPARTMENT OF PUBLIC SAFETY

RESIDENT MANAGER INSTRUCTIONS

Physical Address

Arizona Department of Public Safety
Public Services Center
2222 West Encanto Boulevard
Phoenix, Arizona 85009

Mailing Address

Arizona Department of Public Safety
Licensing Unit
P.O. Box 6328, MD 3140
Phoenix, AZ 85005-6328

Phone: (602) 223-2361

Email: Agencies@azdps.gov

IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW

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

The following steps are necessary to obtain your Resident Manager's registration:

1. The Resident Manager submits *DPS Form 802-03903, Security Guard Resident Manager Application* at the same time as the agency application; Check the appropriate box at the top of the application.
2. The Resident Manager submits a classifiable set of fingerprints****.
3. All required fees are submitted: \$50.00* application, \$22.00* fingerprint processing fee, for a total of \$72.00***.
4. The Resident Manager must submit one color passport-sized photograph.

The Resident Manager registration will be issued after the successful completion of the above steps, including the criminal history background check. An identification card will be issued to the resident manager.

***ALL FEES ARE NON-REFUNDABLE**

****PLEASE REFER TO ARIZONA REVISED STATUTES AT:**

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>. Then see Title 32, Chapter 26.

***** *If your application is postmarked after the expiration date of your agency license, you must include a \$10.00 delinquency fee in your payment.***

******** 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

If you have any questions, please call (602) 223-2361 or visit www.azdps.gov.