



| | | |
|--|----------------|----------|
| TITLE | POLICY NUMBER | |
| FHL – Fingerprint Clearance Card Application – Adult Unable to Print | DCS 15-16 | |
| RESPONSIBLE AREA | EFFECTIVE DATE | REVISION |
| Office of Licensing and Regulation | 09/07/2018 | 2 |

I. POLICY STATEMENT

The Department of Child Safety (DCS) Office of Licensing and Regulation (OLR) has coordinated with the Department of Public Safety (DPS) to facilitate a process for adults who are required to have a Fingerprint Clearance Card for the purpose of licensure. OLR understands there may be barriers to the fingerprinting process for some adults due to health reasons.

DPS has the ability to issue a Level 1 Fingerprint Clearance Card based on a “name search” when an applicant is unable to provide fingerprints for the required criminal records search.

II. APPLICABILITY

This policy applies to all adults requiring a Level 1 Fingerprint Clearance Card in any entity licensed, monitored, or regulated by OLR.

III. AUTHORITY

[A.R.S. § 8-503](#)

Powers and duties

[A.R.S. § 8-509](#)

Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements

[A.R.S. § 46-141](#)

Criminal record information checks; fingerprinting employees and applicants; definition

[R21-6-205 \(C\)](#)

Licensing Agency Responsibility; Application for an Initial Foster Home License

IV. DEFINITIONS

Adult: A person age 18 years or older; a youth in extended care does not apply.

Applicant: A potential foster parent, licensed foster parent, or adult household member who is applying for a Level 1 Fingerprint Clearance Card.

Application: A hard-copy application (also known as DPS 802-06857) for a fingerprint clearance card published by DPS.

Print Card: The card supplied by the Department of Public Safety to receive rolled fingerprints (also known as FD-258.)

V. POLICY

- A. A valid Level 1 Fingerprint Clearance Card is required for licensure of foster parents and all adults residing in a licensed foster home.
- B. The Department of Public Safety (DPS) has approved the procedures outlined in section VI for issuing Level 1 Fingerprint Clearance Cards.
- C. The procedures outlined in section VI are considered an alternative process and should be utilized when prints are not available due to contractures of the fingers, undue pain as a result of the printing, physical problems (such as tactile oversensitivity) or mental health issues which may arise due to the printing. Efforts should be made to fingerprint if possible. Efforts should be made to fingerprint if possible.
- D. The Federal Bureau of Investigation (FBI) is the final authority to accept or reject the request; a process that may take up to 12 weeks.

VI. PROCEDURES

- A. If an applicant requiring a Level 1 Fingerprint Clearance Card is unable to provide fingerprints either through the state contracted provider or a manual fingerprint roll, OLR shall:
 - 1. Advise the licensing agency to submit the Fingerprint Clearance Card application and supporting documents to DCS/OLR. Applications are submitted to: DCS/OLR – ATTN: FHL Unit, P.O. BOX 6030, Site Code C010-22, Phoenix, AZ 85005-6030. When an applicant is a potential foster parent, licensed foster parent, and/or adult household member, the Department shall pay the fee.
 - 2. Advise the licensing agency to include with the application a letter on the agency's letterhead advising of the reason the individual cannot be printed. A letter from the doctor on the doctor's medical office letterhead may be substituted for the private licensing agency letter.
- B. Once the Department receives the hard copy of the fingerprint application and attached documentation, the assigned DCS unit will submit a request for payment from the Accounting Unit. An invoice is received specific to the individual who is requesting a fingerprint clearance card.
- C. Upon receipt of the hard copy of the fingerprint application and supporting documentation, the assigned DCS unit will submit all required paperwork via in person delivery to DPS located at: 2222 W. Encanto Blvd., Phoenix, AZ 85009. Results of the request to DPS are sent directly to the individual requesting a fingerprint clearance card.

VII. FORMS INDEX

[Application for a Fingerprint Clearance Card \(DPS 802-06857\)](#)

[Fingerprint Card \(FD-258\)](#)