



STATE OF ARIZONA
BOARD OF BEHAVIORAL HEALTH EXAMINERS
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KATIE HOBBS
Governor

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FINGERPRINTING FAQ

1. Where can I go to get fingerprinted?

A: Check with your local police department, sheriff's office, or private fingerprinting agencies. Please make sure the FD-258 card is with [blue lines](#).

2. Is there a fee to have my fingerprints completed?

A: You should call your local police department or fingerprinting agency to determine if there is a fee associated with getting fingerprinted, and if an appointment is required before having your fingerprints completed.

3. Can I get fingerprinted through a Livescan Fingerprinting Network?

A: Yes, but the Livescan vendor must print your fingerprints on a standard [blue lined](#) FD-258 card that you submit to the Board. The Board cannot accept the fingerprints electronically through the Livescan system.

4. I am an out-of-state applicant. Can I get fingerprinted in my home state?

A: Yes. You can get fingerprinted in the state that you live in, as long as your fingerprints are completed on a [blue lined](#) standard FD-258 card.

5. How long does it take to get results back on a criminal history background check?

A: The Board will submit your fingerprints to the Arizona Department of Public Safety and it can take up to 6 weeks for the Board to receive the results.

6. Is there a fee to submit my fingerprints for a criminal history background check when I submit my application for licensure?

A: Yes. There is a \$40.00 non-refundable fee for a criminal history background check. If you are sending a check payment, the Board accepts personal checks for fees of \$40.00 or less (checks should be made out to "AZBBHE"). The fee may be also be added to your \$250.00 application fee through a money order, cashier's check, or you can pay by credit card on the Board's online payment portal at the following link: <https://bbhepay.az.gov/node/18>.

7. I have already been fingerprinted, and have a criminal background report. Can I submit the results of the criminal background report instead of a completed set of fingerprints?

A: No. The Board does not accept previously conducted criminal background reports. You must submit a completed set of fingerprints to the Board that can be sent to the Arizona Department of Public Safety for the Board to conduct its own criminal background check.



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DPS FINGERPRINT CLEARANCE CARD FAQ

8. What code do I need to use to get a DPS clearance card for Arizona licensure purposes?

A: Because the Board does not require you to have an Arizona DPS clearance card to apply for licensure, we cannot provide you with a code to acquire an Arizona DPS clearance card. Many employers such as schools, hospitals and behavioral health agencies require their employees to have a DPS clearance card, so they will send their employees a code to apply for the card.

9. I used to have an Arizona DPS clearance card. Can I submit a copy of an expired DPS clearance card?

A: No. Your Arizona DPS clearance card must be valid in order to submit it rather than a completed set of fingerprints.