

FINGERPRINTING FAQ

1. Where can I go to get fingerprinted?

A: Check with your local police department, sheriff's office, or private fingerprinting agencies.

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 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 standard FD-258 card.

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

A: Fingerprints are sent out to the Arizona Department of Public Safety and can take 2 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 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 that can be sent to the Arizona Department of Public Safety for the Board to conduct its own criminal background check.

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.