



## ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

### Informational Alert

As of **7/29/2010**, all new applicants seeking an **original license** (including but not limited to new real estate / cemetery / campground salesperson and/or broker, school, public report etc.) from the ADRE must provide an Arizona Fingerprint Clearance Card at the time of License application.

(A.R.S. §§ 32-2101.28 , 32.2108.01)

A Fingerprint Clearance Card does not preclude the requirement to disclose any misdemeanor, conviction, felony conviction, judgment, restriction, disciplinary action, civil judgment or recovery fund payment to the ADRE.

#### How to obtain a Fingerprint Clearance Card

- Obtain a Regular Fingerprint Card and be fingerprinted at the real estate school, or an outside fingerprinting facility authorized to do fingerprinting. Ensure the fingerprint card is not bent, folded or damaged in any way, or it may be rejected.
- Obtain a Fingerprint Clearance Card application from the real estate school or the Arizona Department of Public Safety (DPS), by calling (602) 223-2279 or faxing your request to (602) 223-2947. Office Hours: Weekdays 8am–5pm.
- Complete the application packet thoroughly and accurately. Your application packet must include the following:
  - Completed Fingerprint Card
  - DPS Application for Fingerprint Clearance Card Form
  - DPS Supplement to the Fingerprint Clearance Card Application Form indicating real estate
  - Fingerprint Clearance Card Fee of \$67 (Effective March 19, 2012; until March 19, 2012 fee is \$69) DPS accepts Cashier's Checks, Money Orders or a check drawn on a business account made payable to the AZ Department of Public Safety.
- Place the application packet in a large envelope with sufficient postage and return address (in the top left corner of the envelope).
- DO NOT FOLD, BEND OR DAMAGE THE FINGERPRINT CARD.
- Mail the completed application packet to:

Arizona Department of Public Safety  
PO BOX 18390  
Phoenix, AZ 85005-8390

#### Other Relevant Information

- Processing time averages five to eight weeks, depending on whether or not there is a criminal record. Fingerprints will be used to obtain both state and federal criminal records check.
- Fingerprint Clearance Cards are valid for six years.
- Fingerprint Clearance precluding offenses may be found by visiting the state website: [www.azleg.gov](http://www.azleg.gov) and view A.R.S. §41-1758.03.
- Fingerprint Clearance Card denials may be appealed through the Fingerprint Clearance Appeal Board.
- Remember the disclosure requirement: R4-28-303.D (1) for all licensees. A disclosure is required within 10 (ten) days of final outcome of the criminal conviction, adverse judgment, denial or restriction of or disciplinary action against a professional or occupational license, or recovery fund payment. A Fingerprint Clearance Card will be required.