



## ARIZONA DEPARTMENT OF AGRICULTURE PEST MANAGEMENT DIVISION

Physical: 1010 West Washington Street, Phoenix, Arizona 85007  
Mailing: 1802 West Jackson Street, No. 78, Phoenix, Arizona 85007  
(602) 542-3578 FAX (602) 542-0466

<https://agriculture.az.gov/https://opm.azda.gov>

### New Applicator Applicant:

Be advised, as of June 1, 2022, your respective new Applicator Certification (CA or QA) Application with the Pest Management Division is currently substantively incomplete.

*Pursuant to Arizona Revised Statute (A.R.S.) 3-3614 (C) & (D) – An individual who applies for certification as a new applicator or a new qualified applicator shall submit to the division a full set of fingerprints and fees as required by section 41-1750. The director shall submit the fingerprints and fees to the Department of Public Safety for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The Department of Public Safety may exchange this fingerprint data with Federal Bureau of Investigations.*

An individual who applies for certification as a new applicator or a new qualified applicator may meet the requirement prescribed in subsection c of this section by submitting a current, unexpired fingerprint clearance card issued pursuant to section 41-1758.03 or a current, unexpired level I fingerprint clearance card issued pursuant to section 41-1758.07 to the department as part of the individual's application.

To complete your application, please complete and submit the following:

- Full set of fingerprints on the fingerprint card provided by the Pest Management Division;
- A cashier's check or money order in the amount of \$22.00 made payable to the Arizona Department of Public Safety (AZDPS) (Personal checks cannot be accepted);
- FBI Notification of Applicant Privacy Rights; and
- Fingerprint Verification Form – must be completed by the Fingerprint Technician and sealed according to the instructions on the form; or
- A copy of your current, unexpired fingerprint clearance card issued pursuant to section 41-1758.03 or a current, unexpired level I fingerprint clearance card issued pursuant to section 41-1758.07.

We have enclosed the Fingerprint Card, Guidelines for Required FBI Notifications of Applicant Privacy Rights, Non-criminal Justice Applicant's Privacy Rights, FBI Notification of Applicant Privacy Rights Form, and Fingerprint Verification Form. Your application cannot be processed any further until these documents are received. **Please read the documents carefully so as not to delay the processing any further due to resubmissions.**

The required documents may be submitted via mail to 1802 W. Jackson Street, No. 78 in Phoenix (85007) or hand-delivery to the Arizona Department of Agriculture – Central Licensing located at 1010 W. Adams Street in Phoenix (85007).

Upon receipt of your background investigation report, you will be notified whether your application has been approved or denied. If approved, you will receive an approval notification with instructions on how to proceed. If denied, you will receive a denial notification with instructions on how to proceed; including a notice of your rights to appeal.

If you have any questions or concerns, regarding the process, please feel free to contact us via email ([licensing@azda.gov](mailto:licensing@azda.gov)) or phone (602.542.3578). We appreciate your time and patience.

Respectfully,

AZDA Central Licensing Team

Enclosures:

Fingerprint Card  
FBI Notification of Applicant Privacy Rights  
Fingerprint Verification Form

<https://agriculture.az.gov>