



Arizona Department of Agriculture

Pest Management Division

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-3578 FAX (602) 542-0466

As of January 1, 2022

New Applicator Applicant:

Be advised, 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) – 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.

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.

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 or hand-delivery to the Arizona Department of Agriculture – Central Licensing located at 1688 West Adams Street in Phoenix Arizona 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) 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

Guidelines for Required FBI Notifications of Applicant Privacy Rights

Agencies which submit fingerprints to receive FBI criminal history records are required to make certain notifications to applicants who are fingerprinted for noncriminal justice purposes. All applicants must be advised of this and in writing PRIOR to submitting the fingerprint card to the FBI (via DPS), not just those who dispute an employment and/or a license denial.

- The Noncriminal Justice Applicant's Privacy Rights (pursuant to the Privacy Act of 1974).
- Notification in writing that the applicant's fingerprints will be used to check the criminal history records of the FBI. The written notification to these applicants must be provided in a format where applicants can read and take a copy with them if they desire. Simply stating that an applicant is subject to a "national background check" is NOT sufficient.
- Notification that applicants are allowed a reasonable opportunity to challenge the accuracy of their criminal history record. If the applicant elects to review/challenge the criminal history record, the agency must provide the person a reasonable period of time to do so before final denial. Agencies should establish documented processes for what constitutes a reasonable period of time and any appeals processes available to the applicant. The sample language in the box below contains the required notifications and disclosures.
- Agencies must notify applicants how to obtain a copy of the FBI record and that the guidelines for these procedures are contained in Title 28 Code of Federal Regulations Sections 16.30 through 16.34.

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time (specify how long this time is) to correct or complete the record (or decline to do so) before officials deny you employment, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations, Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.azdps.gov).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DOUGLAS A. DUCEY
Governor



MARK W. KILLIAN
Director

Arizona Department of Agriculture

Pest Management Division

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 542-3578 FAX (602) 542-0466
<http://opm.azda.gov/>

Federal Bureau of Investigations (FBI) Notification of Applicant Privacy Rights

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the Arizona Department of Agriculture will provide you with the opportunity to complete or challenge the accuracy of the information in the record. You are allotted 30 days to correct or complete the record, or decline to do so; before we can deny your application for Applicator (CA or QA) Certification based upon the information contained in the criminal history record.

The procedures for obtaining a change, correction, or updating your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how the review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling 304.625.5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at 602.223.2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the AZDPS website (www.azdps.gov).

Full Legal Name: _____
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

By signing below, I affirm that I have read and understand the information contained herein.

Applicant Signature: _____ Date: _____

