



State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007 (602)364-4930 FAX: (602)364-4931 <https://btr.az.gov/>

CONTROLLING PERSON APPLICATION FORM
APPLICATION & INITIAL REGISTRATION FEE \$ 260.00

Application fee includes the first three-years of registration.

Please type or print legibly in ink

Please make checks payable to "Arizona Board of Technical Registration"

Name: Last _____ First _____ Middle _____

Date of Birth: _____ Social Security # (mandatory) _____

Citizenship or Legal Residence: _____

Residence Address: _____ Apt/Suite/Unit _____

City, State, Zip: _____ Tel. # _____

Mailing Address: _____

Mailing City, State, Zip: _____

Business Name: _____

Business Address: _____ Suite _____

City, State, Zip: _____ Tel. # _____

Email: _____

If you have been legally known by another name(s) list here with explanation and provide documentation of legal name change:

2. BACKGROUND/DISCIPLINARY

If the answer to any of the following questions is "yes," please attach a detailed explanatory statement (use additional sheets if necessary).

- | | | | |
|----|---|-----|----|
| 1. | Have you ever been the subject of professional disciplinary action, including license denial, or do you now have such action pending against you in any state or jurisdiction (including in Arizona)? | Yes | No |
| 2. | Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?
Note: Alcohol and drug-related offenses that occur when driving or riding in an automobile (i.e., DUI, DWI, OWI, etc.) are NOT considered minor traffic violations). ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported.) | Yes | No |

Internal Use only:

Receipt Number: _____ Amount Paid: _____

Clearance Card Check Complete	
No Further Action Required	<input type="checkbox"/>
Further Information Required	<input type="checkbox"/>
Initials:	_____
Date:	_____

3. CLEARANCE CARD DOCUMENTATION

Attach a copy of the front and back of an active clearance card issued to you by the Arizona Department of Public Safety.

BTR Clearance Card

Other Agency Clearance Card

4. CERTIFICATION/RELEASE

I certify the information contained in this application to be accurate, true and complete to the best of my knowledge.

Making a false unsworn statement is a misdemeanor punishable by fine or imprisonment. A.R.S. 13-2704.

Applicant's Signature

Date

Pursuant to section 41-1093.01, Arizona Revised Statutes, an agency shall limit all occupational regulation to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised Statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

INSTRUCTIONS FOR CONTROLLING PERSON CERTIFICATION

Please, fill out the form out completely.

Sections 1, 2, 3 and 4 of the application must be completed by the applicant.

This form should be used for a controlling person certificate. Please notify the Board of any change of information contained in this form within 30 days of the date of any change. There is no fee required for changes to a current certification.

PLEASE NOTE:

- An alarm business may not operate until the alarm business and each controlling person submits applications and receives certification from the Board. (A.R.S. § 122.05.C)
- Each controlling person shall provide proof to the Board of having a valid Fingerprint Clearance Card. (A.R.S. § 122.05.C)
- A controlling person certification card becomes the personal property of the person to whom it is issued. The person shall retain possession of the card.
- A controlling person must submit a renewal application with clearance card confirmation every 3 years (A.R.S. § 122.05.C)
- When submitting an application with a 2inch by 2inch photograph, make sure it is passport quality. No hats or head coverings (unless worn daily for religious purposes). No sunglasses. Clear lens glasses are acceptable if eyes are visible and there is no glare.

In answering questions 1 and 2 in Section 2, Background/Disciplinary on the application, please note the following:

- If you answer "yes" to either of the questions, you must provide a detailed written explanation regarding the facts and circumstances surrounding the incident. If you answer "yes" to question one (1) provide official documentation supporting your explanation (Board disciplinary orders, Board complaint, Order of Denial of registration or license, etc.).
- You must answer "yes" to question 2 even if you pled "no contest" or "nolo contendere" to the felony or misdemeanor charges, and even if the conviction has been set aside or expunged - regardless of what you have been advised in the past.
- False or misleading answers regarding any information provided to the Board of Technical Registration as part of your request for registration or certification may result in denial of your application.

Applicant signature

Date

CONTROLLING PERSON APPLICATION CHECKLIST

**Please ensure you have all items before submitting your application.
If any items are missing, your application will be returned**

Applicant Name: _____

Completed application, all questions answered, signed and dated.

A signed check in amount of \$260.00 made payable to the "Arizona Board of Technical Registration."

A copy of Applicant's DPS Fingerprint clearance card, front and back.

One current 2-inch by 2-inch passport quality photograph of the Controlling Person applicant. No hats or head coverings (unless worn daily for religious purposes). No sunglasses. Clear lens glasses are acceptable if eyes are visible and there is no glare.

Completed, signed and dated "Arizona Statement of Citizenship and Alien Status for State Public Benefits," along with a copy of supporting evidence

Military status form

Signed and dated Instructions for Controlling Person Application

**ARIZONA STATEMENT OF CITIZENSHIP AND
ALIEN STATUS FOR STATE PUBLIC BENEFITS**
Arizona State Board of Technical Registration

A.R.S. § 41-1080 provides that, with certain exceptions, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting documentation to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, IV and either Section II or III.

SECTION I - APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one): INITIAL APPLICATION RENEWAL

TYPE OF LICENSE _____

SECTION II – I am Providing Documentation Pursuant to ARS 41-1080(A)

Please indicate below which document you are providing to the Board. Pursuant to ARS 41-1080(E), if the document you provide to the Board does not include a photograph, you will be required to provide a government issued document that does contain your photograph in addition to the document you are submitting to the Board pursuant to ARS 41-1080(A). Please provide a copy of the document(s) with your application.

- 1. An Arizona driver license issued after 1996 or an Arizona nonoperating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States.
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States visa.
- 7. An I-94 form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of naturalization.
- 10. A United States certificate of citizenship.
- 11. A tribal certificate of Indian blood.
- 12. A tribal or bureau of Indian affairs affidavit of birth.
- 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – I am exempt from providing documentation pursuant to ARS 41-1080(B)

If you complete this section, you are required to provide proof to the Board validating your exemption from the requirements of ARS 41-1080(A).

I acknowledge that I am exempt from providing documentation pursuant to ARS 41-1080 for the following reason:

Pursuant to ARS 41-1080(B)(1):
I am a citizen of a foreign country or I am currently residing in a foreign country, AND
The benefits that are related to the license do not require me to be present in the United States in order to receive those benefits.

Please indicate the document you are providing to the Board to establish that you are a citizen of a foreign country or are residing in a foreign country. The document need not include a photograph.

Document: _____

Pursuant to ARS 41-1080(B)(2):
I am a resident of another state, AND
I hold an equivalent license in that state to the one I am applying for in Arizona, AND
I seek the Arizona license to comply with Arizona’s licensing laws and not to establish residency in Arizona.

Please indicate the document you are providing to the Board to establish that you are a resident in another state and that you hold a license in that state that is equivalent to the one you are applying to in Arizona. The document need not include a photograph.

Document: _____

SECTION IV – Declarations

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

Applicant’s Signature

Date

FOR RENEWAL APPLICATIONS ONLY:

Pursuant to ARS 41-1080(C), if you have affirmatively established citizenship of the United States or a form of nonexpiring work authorization issued by the federal government through one of the 13 documents requested in Section I, on renewal or reinstatement of a license, you are not required to provide subsequent documentation of that status.

Pursuant to ARS 41-1080(D), if, on renewal or reinstatement of a license, you hold a limited form of work authorization issued by the federal government that has expired, you shall provide documentation of that status.



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Military Status - A.R.S. § 32-4304(A)(4)

Effective July 1, 2022, a regulating entity that issues an occupational or professional license shall “track veteran and military spouse status of applicants”. All state agencies shall report the information to the Governor’s office on an annual basis.

It is requested that you provide the following information in order for the Arizona Board of Technical Registration to comply with A.R.S. § 32-4304(A)(4):

Are you active duty military?

yes

no

I do not wish to answer

Are you a veteran?

yes

no

I do not wish to answer

Are you the spouse of an active duty military individual?

yes

no

I do not wish to answer

Are you the spouse of a veteran?

yes

no

I do not wish to answer