



State of Arizona **BOARD OF TECHNICAL REGISTRATION**

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Effective 12/1/2014

Fingerprint Submission Policy

The Board will no longer provide the fingerprint cards or tamper proof envelopes for fingerprint submissions. Each individual/company is now responsible for providing their own envelopes, which can be purchased at any office supply store.

Cards can be found at the agency that you are fingerprinted at. Please **DO NOT** fill out the “Employer Address” or “Reason Fingerprinted” sections of the card. Each fingerprint card should be filled out with the personal information and include a complete set of fingerprints, the date and the signature of the technician that took the prints.

The technician should read and fill out the “Fingerprint Verification Form”. The fingerprint card and the verification form should be placed in a tamper-proof envelope and sealed by the fingerprint technician. The fingerprint technician should sign the seal of the envelope.

Nothing else, including checks and/or applications should be included in the sealed fingerprint envelope.

The sealed fingerprint packet should be accompanied by the payment for processing and one of the following forms:

- Annual Fingerprint Submission Form
- Alarm or Controlling Person Renewal Form
- Alarm or Controlling Person Application packet

If the fingerprints are not submitted according to these guidelines your packet will be returned. This will place the renewal/application process on hold until fingerprints are returned in the proper way.