



State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930 Fax (602) 364-4931 • www.btr.az.gov

ALERT: IMPORTANT NOTICE FOR ALARM AGENT RENEWAL

As per the previous notices issued by the Arizona Board of Technical Registration, Alarm Agents must now submit documentation of having obtained a DPS Clearance Card pursuant to A.R.S. § 32-122.06 for renewal of certification. All Alarm Agents must comply with the following requirements:

- Apply for and receive a clearance card issued by DPS. Refer to the Board's Website for instructions on applying for a clearance card.
- Complete the new BTR renewal forms. Those forms will show a revised date of August 9, 2017. Old forms will be returned.
- Submit the Alarm Agent renewal application with a copy of the front and back of the Clearance Card and one current 2" by 2" photograph. An Alarm Agent renewal application will not be accepted without the clearance card documentation.
- Begin the process to obtain a clearance card well ahead of time. Delinquent fees will not be waived due the change to clearance cards. DPS will start accepting requests for hard copy clearance card applications on August 9, 2017. Electronic applications will be available later in August. The BTR will post the availability of electronic applications on its website and Facebook when notice from DPS is received.
- The renewal will be for three years, with a renewal fee of \$195.00. The \$42.00 fingerprint fee no longer applies.



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ALARM AGENT RENEWAL FORM

Three Year Renewal Fee \$195.00

All areas of this form must be completed or renewal will be returned and may result in penalty fees being added.

1. GENERAL INFORMATION

Please complete ALL of the following:

Employer: _____	Home: _____
Name: _____	Name: _____
Business Registration #: _____	Email: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____

Please Return This Renewal Form With Your Payment For:

Registration No: _____	Renewal Fee : _____ \$ 195.00
Current Expiration Date: _____	Penalty : _____
Any renewal fee received after the expiration date shown will be subject to a penalty fee. The penalty fee is \$32.50 for the each year of delinquency.	
Total Submitted : _____	

Attach a copy of the front and back of your clearance card issued by DPS.

2. BACKGROUND/DISCIPLINE

- | | | |
|--|-----|----|
| 1. Have you been the subject of professional disciplinary action, including license denial, since your last renewal, or do you now have such action pending against you in any state or jurisdiction (including Arizona)? | Yes | No |
| 2. Have you been arrested for or convicted of a criminal offense, including a misdemeanor such as a DUI, since your last renewal? Even if on appeal, you must disclose. ("Set aside" or "expunged" convictions and "no contest" or "nolo contendere" pleas MUST be reported) | Yes | No |

I certify the information contained in this application is 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.

Signature: _____ Date: _____

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: _____	

ALARM AGENT RENEWAL CERTIFICATION CHECKLIST

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

Applicant Name: _____

Completed renewal form, all questions answered, signed and dated.

One current 2-inch by 2inch photograph.

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.

Copy of front and back of your clearance card issued by DPS.

A signed check in amount of \$195.00 made payable to the “Arizona Board of Technical Registration”.