

Controlling Person and Alarm Agent Clearance Card Instructions

The State of Arizona Board of Technical Registration will resume accepting applications for Controlling Persons and Alarm Agents on August 9, 2017. Any person who applies for certification or a certification renewal must obtain a clearance card issued by DPS pursuant to ARS § 41-1758. No application will be approved for certification or renewal without a valid clearance card.

Controlling Persons

Current Controlling Persons will be required to apply for certification when the alarm business certification the Controlling Person is associated with expires. All new Controlling Person applicants must meet the certification requirements pursuant to ARS § 32-122. This means all Controlling Persons must complete an application as required by the Board, pay an application fee of \$65, and submit documentation of a valid clearance card with the application. Controlling Persons will also be required to renew the certification in three year intervals and pay the three-year renewal fee.

Obtaining a clearance card

Effective August 9, 2017, DPS will begin accepting hard copy clearance card applications. **DPS is not prepared to accept electronic clearance card applications now. The Board will post a notice on the website and Facebook when electronic applications become available.** DPS hard copy applications for BTR clearance cards will not be available until August 9, 2017. Please wait to schedule your fingerprint appointment until the DPS application is available.

Electronic application for clearance cards – Arizona in-state applications only/ not available at this time. Check with AZBTR website and Facebook for notice when electronic application is available.

1. Apply on-line at www.azdps.gov
2. Make your appointment to be printed using the web site.
3. Check the Box for BTR-Controlling Person or BTR Alarm Agent
4. Print out a copy of your application confirmation and application number
5. Keep the appointment to be printed.
6. Your application and prints will be sent to the DPS Team at the same time.

7. **If you have no criminal history, the process may take 7 to 10 days after DPS receives the application. An applicant with a criminal history may take several weeks to be processed.**
8. **DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.**

Hard Copy application for clearance cards – required for all out-of-state applicants and available to in-state applicants

1. **Call DPS at (602) 223-2279 to request a hard copy application for a clearance card. The package will be mailed to you.**
2. **Complete the application following the instructions provided with the package.**
3. **Check the Box for BTR – Controlling Person or BTR – Alarm Agent.**
4. **Contact your local law enforcement to see if they provide fingerprinting services for the public or contact a private fingerprinting service.**
5. **Return the white original application form filled out correctly, completed fingerprint card with your fingerprints and with the top portion filled out correctly, and payment in one of the acceptable forms of payment made payable to DPS. Acceptable forms of payment are cashier's check, money order, or business check.**
6. **Keep the yellow copy of your application for your records. The Board may require you to provide a copy of the form depending the type of application submitted.**
7. **If you have no criminal history, the process may take 15 to 20 days after DPS receives the Application. An applicant with a criminal history may take several weeks to be processed.**
8. **DPS will mail the clearance card to the address you provided. If you provided an email, DPS will notify you of the status of your application via email.**

Questions, concerns, denials for clearance cards

Do not contact the Board with questions or concerns about the clearance card process or if your clearance card application is denied. Contact DPS at (602) 223-2279.

Instructions for Controlling Persons Applications for clearance card submission

1. The applicant must completely fill out all sections of the form, including the disclosure of any arrest or conviction of a felony or misdemeanor.
2. Attach a copy of the front and back of the clearance card issued by DPS. The clearance card must be current and active.
3. Check the box that indicates if the clearance card was issued under the BTR statute or another agency statute. The agencies and statutes were listed on the clearance card application that the applicant completed for DPS
4. Include all other attachments and fees as per application instructions
5. The Board will not accept the application if the clearance card copy is not attached. The application will be returned to the applicant.

Instructions for Alarm Agent Applications for clearance card submission

1. The applicant must completely fill out all sections of the form including the disclosure of any arrest or conviction of a felony or misdemeanor.
2. Attach a copy of the front and back of the clearance card issued by DPS. The clearance card must be current and active.
3. The firm controlling person must sign section 4 where indicated.
4. Check the box that indicates if the clearance card was issued under the BTR statute or another agency statute. The agencies and statutes were listed on the clearance card application that the applicant completed for DPS
5. Include all other attachments and fees as per application instructions
6. The Board will not accept the application if the clearance card copy is not attached. The application will be returned to the applicant.

Instructions for Alarm Agent Temporary Permit Requests

1. The applicant must completely fill out sections 1, 2, 4, and 6, including the disclosure of any arrest or conviction of a felony or misdemeanor.
2. The firm controlling person must complete section 5 of the application.
3. A copy of the applicant alarm agent's documentation of having applied for a clearance card must be attached and an application number must be provided where indicated.
4. A copy of the criminal background check report run by the firm must be attached.
5. Include all other attachments and fees as per application instructions
6. The Board will not accept the application if the applicant cannot demonstrate that a clearance card application has been completed.

7. A temporary permit is not a certification and the application will not be complete until the clearance card documentation has been received.
8. The applicant must provide a copy of the front and back of the DPS clearance card upon receipt.
9. The temporary permit will be rescinded if the clearance card has not been received by the Board within 60 days. The application will be closed if the clearance card documentation is not received within 90 days.

Instructions for renewals for clearance card submission

1. All alarm agents and controlling person must provide a copy of the front and back of an active and valid clearance card with the renewal submission.
2. All controlling persons and alarm agents who are still on the former two-year renewal, annual fingerprint card submission must submit clearance card documentation in lieu of the \$42.00 fingerprint fee. Failure to provide the documentation of a clearance card will result in the certification being placed on delinquent status.