



ARIZONA DEPARTMENT OF PUBLIC SAFETY

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"Courteous Vigilance"

DOUGLAS A. DUCEY
Governor

FRANK L. MR. STEAD
Director

RECORD REVIEW PACKET INSTRUCTIONS

INSTRUCTIONS FOR THE SUBJECT OF RECORD TO OBTAIN A COPY OF THE INFORMATION IN HIS/HER STATE CRIMINAL RECORD

The Central State Repository of Arizona Department of Public Safety (DPS) maintains Arizona criminal history record information. The subject of a criminal record may review the information contained in his/her Arizona record for the SOLE PURPOSE OF REVIEWING THE ACCURACY AND COMPLETENESS OF THE RECORD (see Section 41-1750 of the Arizona Revised Statutes).

Individuals who wish to review their criminal history record:

- Must submit a full set of legible rolled fingerprints to ensure positive identification and that the subject of record receives the correct record.
- In addition to the subject's identifying information (NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, PHYSICAL DESCRIPTION, SIGNATURE, RESIDENCE), the fingerprint card must state "RECORD REVIEW" under reason fingerprinted.
- Fingerprints must be taken by an official at a law enforcement agency. The badge/serial number of the official and the name of the agency must appear in the block provided.
- Do not bend or fold the completed fingerprint card.
- Complete the Record Review Contact Information Sheet.
- If represented by an attorney, the attorney must submit a notarized letter of authorization from the subject in order to obtain the subject's criminal history record.
- Mail the completed fingerprint card, Record Review Contact Information Sheet and notarized authorization letter, if applicable, to :

ARIZONA DEPARTMENT OF PUBLIC SAFETY
CRIMINAL HISTORY RECORDS UNIT
PO BOX 18450
PHOENIX, AZ 85005-8450

Upon completion of the record review:

- A copy of any existing Arizona criminal record will be mailed in approximately 2 weeks to the address provided on the completed Record Review Contact Information Sheet.
- Criminal records will contain no personal identifying information (such as name, address, etc.)

If you have any questions concerning your submission, please contact the Criminal History Records Section at (602) 223-2229, 6 a.m. to 9 p.m.

APPLICANT
See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME **NAM** FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

FD-558 (REV. 12-14-97)

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O
R
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX

RACE

HGT

WGT

EYES

HAIR

PLACE OF BIRTH

POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

AGENCY/OFFICIAL TAKING FINGERPRINTS

Record Review

FBI NO. FBI

AGENCY NAME: _____

ARMED FORCES NO. MNU

BADGE/SERIAL #: _____

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1 R THUMB

2 R INDEX

3 R MIDDLE

4 R RING

5 R LITTLE

6 L THUMB

7 L INDEX

8 L MIDDLE

9 L RING

10 L LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L THUMB

R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FEDERAL BUREAU OF INVESTIGATION
 UNITED STATES DEPARTMENT OF JUSTICE
 CJIS DIVISION/CLARKSBURG, WV 26306

APPLICANT

1. LOOP

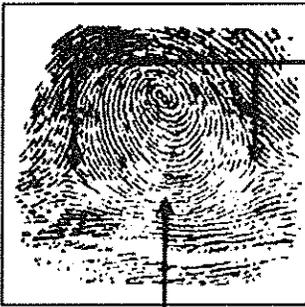


CENTER
OF LOOP

DELTA

THE LINES BETWEEN CENTER OF
LOOP AND DELTA MUST SHOW

2. WHORL



DELTA

THESE LINES RUNNING BETWEEN
DELTA MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.

Enter data within the boundaries of the designated field or block.

Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- * The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)
- ** criminal fingerprint cards also require an arrest charge and date of arrest.
- ** civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.

Do not enter data or labels within 'Leave Blank' areas.

Ensure the 'Reply Desired' field is checked when applicable (criminal only).

Ensure fingerprint impressions are rolled completely from nail to nail.

Ensure fingerprint impressions are in the correct sequence.

Ensure notations are made for any missing fingerprint impression (i.e. amputation).

Do not use more than two retabs per fingerprint impression block.

Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered on-line via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <faison@eo.gov>.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

Routine Uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional Information: The requesting agency and/or the agency conducting the application investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- ** MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).

RECORD REVIEW CONTACT INFORMATION SHEET

Please complete the contact information below and mail with your completed fingerprint card so that we can contact you if we have any questions regarding your record review.

NAME:

FULL ADDRESS:

TELEPHONE NUMBER:

Record Review Packet Checklist

Please review and check the boxes below to ensure that you have included everything needed to process your request.

- Include a completed fingerprint card. A completed fingerprint card includes the following:
 - 1. Name
 - 2. Residence
 - 3. Signature
 - 4. Social Security Number
 - 5. Descriptive Data (height, weight, eye color, etc)
 - 6. Date of Birth
 - 7. Place of Birth
 - 8. All 10 rolled fingerprint impressions
 - 9. The plain impressions, including thumbs of both hands
 - 10. The name of the law enforcement agency and the badge or serial number of the official taking the fingerprints.

- Include your completed Record Review Contact Information Sheet in case we need to contact you.

Frequently Asked Questions

1. Do you have procedures for expeditious handling?

No. The DPS Criminal History Records Section does not expedite requests.

2. Is there a fee for obtaining a criminal history record on myself?

No.

3. How long will it take to receive a response?

A response, including a copy of any existing criminal record information, will be mailed to the requester within 15 days of receipt of the completed Record Review Packet. No personal information regarding the identity or address of the requester will be included in the response.

4. Why do I need to Submit fingerprints?

A full set of legible rolled fingerprints is required to ensure positive identification of the individual requesting the record review.

5. Where can I get my fingerprints taken?

Your local, county, state or federal law enforcement agencies may take your fingerprints for a fee.

6. What if my fingerprints are continuously rejected?

Have multiple sets of fingerprints taken by a fingerprint technician. Mail all the fingerprint cards with your Record Review Packet to the Criminal History Records Section.

7. Can I use the fingerprint card I downloaded from this site?

Yes. We will accept the downloaded paper fingerprint card only for the purpose of requesting an Arizona record review. When you go to a law enforcement agency to be fingerprinted, they may prefer to use a fingerprint card on standard card stock. You may use the fingerprint card provided by the printing agency as long as all of the information identified in the instructions, including the agency and official taking the fingerprints, has been entered on the fingerprint card.

8. Will my fingerprint card be returned?

No. Due to concerns related to the protection of personally identifiable information, fingerprint cards are no longer being returned either for a "no record" response or with an Arizona criminal history record. The fingerprint card will be destroyed.

9. Do I need to notify the Criminal History Records Section if my address has changed since I submitted my request for my Record Review?

No. You are not required to contact the Criminal History Records Section with your change of address. However, you should contact the Post Office to verify you have updated your address and any mail sent to your old address will be forward to your new address.

10. If I feel that there is a mistake in my criminal record, how do I take care of it?

Upon receipt of the record review results, if you feel that your record is inaccurate or incomplete, you can challenge your criminal record by completing the "Review and Challenge of Arizona Criminal History Record Information" form which will be mailed to you with the results of the record review. Complete the Review and Challenge form and mail the form to the Criminal History Records Section at the address listed on the Review and Challenge form.

11. Can I receive the results of the record review and challenge by telephone?

No. The results of a record review and challenge will only be returned by mail.

12. How do I get a personal letter saying that I do not have a criminal record?

Letters are not provided for this purpose. After completing the record review and challenge process, if the results are negative, the written audit result will be mailed to you without a copy of a criminal record and will contain no name or other identifiers.