



Licensing Fingerprint Form

City of Tempe Tax and License Division
City of Tempe Police Department



Per the City of Tempe license ordinance, fingerprints are required to be submitted for license applications to be approved. The submitted fingerprints will be processed by the City of Tempe Police Department and Arizona Department of Public Safety (DPS). You may have your fingerprints taken at our Police Agency or any private fingerprint service company. You must use the USDOJ FBI Fingerprint Card, FD258, blue and white in color. An example of the card is attached to this packet on the second page.

Instructions to the person taking the prints:

1. Please ensure that the following fields on the fingerprint card(s) are **completed**: First, middle, and last name, signature of person fingerprinted, DOB, residence address, and demographics. After the fingerprint card is received in the mail for processing, the Tempe Police Department will fill in the remaining fields.
2. Please ensure that all fields on this form are filled out by the individual completing the fingerprinting.
3. Once the fingerprints have been taken, place this completed form and fingerprint card into the envelope provided by the applicant and seal the envelope. Do not bend or fold the FBI card.
4. Return the **sealed envelope** to the applicant.

To prevent tampering, please ensure that the envelope is sealed prior to returning it to the applicant.

Fingerprinting Facility: _____

Fingerprinting Facility Address: _____

Fingerprinting Facility Telephone Number: _____

Fingerprinted By (Please Print Name): _____ Badge # or Title: _____

Applicant Business Name: _____ Applicant Name: _____

Photo ID used to verify applicant: Type: _____ #: _____ State: _____

Signature of Individual completing Fingerprints: _____ Date: _____

**By signing this, you are stating that you verified the applicant's Identity,
and sealed the fingerprints in an envelope to prevent tampering.**

A separate \$22.00 fee must be submitted along with each fingerprint card, per person. The fee must be submitted in the form of a cashier's check or money order made out to the Arizona Department of Public Safety. No personal checks, business checks or cash will be accepted.

This completed form, payment, and fingerprint card(s) must be dropped off or mailed to:
Tempe Police Department, Attn: Licensing Specialist, 120 E. 5th St., Tempe, AZ 85281.

For any questions or concerns from the applicant or the fingerprinting facility,
please contact the Tempe Police Department Licensing Unit at (480) 350-5300.

EXAMPLE

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				LEAVE BLANK	
		LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME		FBI	
		VADER		DARTH		JAMES			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR 1 AZDPS2000 DPS-AFIS OPERATIONS PHOENIX, AZ		DATE OF BIRTH <u>DOB</u>			
SIGNATURE OF APPLICANT		BADGUY, GUS				Month Day Year		05 05 1955	
RESIDENCE OF PERSON FINGERPRINTED		STREET ADDRESS		CITIZENSHIP <u>CTZ</u>		M W		604 300 BLK BLK	
		VADER, JAMES						PLACE OF BIRTH <u>POB</u>	
CITY, STATE, ZIP								AZ	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		LEAVE BLANK			
				XX000000E					
EMPLOYER AND ADDRESS		FBI NO. <u>FBJ</u>		ARMED FORCES NO. <u>MNU</u>		CLASS			
NAME OF AGENCY						REF.			
MAILING ADDRESS									
CITY, STATE ZIP									
REASON FINGERPRINTED		SOCIAL SECURITY NO. <u>SOC</u>		INVENTORY SHEET #					
REASON FOR SUBMISSION		555-55-5555							
STATUTORY AUTHORITY									

→ ROLL PRINTS

Right thumb



1

Right middle finger

Right ring finger

Right little finger

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

→ ROLL PRINTS

Left thumb

Left index finger

Left middle finger

Left ring finger

Left little finger

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

→ PRESS PRINTS FLAT

Left four fingers taken at the same time

Left thumb

Right thumb



2

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

DO NOT HIGHLIGHT ANY OF THE FINGERPRINT PORTION OF THE CARD

¹ Criminal Justice Information Services Division, United States Department of Justice Federal Bureau of Investigation. 2009. *Capturing legible fingerprints*. Correct [online image]. Retrieved 9 Aug 2012 from <https://www.fbi.gov/about-us/cjis/forms/CapLegiFinger.pdf>

² Criminal Justice Information Services Division, United States Department of Justice Federal Bureau of Investigation. 2009. *Capturing legible fingerprints*. Right four fingers taken simultaneously correct [online image]. Retrieved 9 Aug 2012 from <https://www.fbi.gov/about-us/cjis/forms/CapLegiFinger.pdf>



City of Tempe Fingerprint Requirements

Attention Applicant:

Per Tempe City Code, applicants who are applying for a regulatory and/or liquor license with the City need to submit hard card fingerprints to the Tempe Police Department for the purpose of obtaining a criminal history background check. For liquor license applicants, we understand that you may have already submitted fingerprints to the Arizona Department of Liquor for processing, however the Tempe City Code requires that all applicants must submit fingerprints for a criminal history records check.

The Tempe Police Department offers fingerprinting services for licensing applicants, free of charge. **To check fingerprinting availability, please call the Tempe Police Department Fingerprint Line at (480) 858-2024, THIS IS A RECORDED LINE.** Please bring the fingerprint form on the first page of this packet, a sealable envelope, and a cashier's check or money order for \$22.00, made out to the AZ Department of Public Safety (DPS), **for each applicant.** The fingerprint technician will seal the items in the envelope provided and inter-office to the Licensing Specialist.

For out of state applicants, or applicants using a private fingerprinting service company, please bring the fingerprint form on the first page of this packet, a sealable envelope, and a cashier's check or money for \$22.00, made out to the AZ Department of Public Safety (DPS), **for each applicant.** The fingerprint technician will seal the items in the envelope provided. The applicant will be responsible for placing the appropriate postage on the sealed envelope, and mailing it to the Tempe Police Department Licensing Specialist, at the address provided on the bottom of the fingerprint form. There is also the option of dropping the fingerprints off at the same address; please ensure the envelope is marked: Attention: Licensing Specialist.

At no time will the applicant remove the seal and tamper with the fingerprint card or form.

Please ensure that the fingerprints are submitted as soon as possible. Completing the fingerprints should be the first step in the application process. AZ DPS processes fingerprints and provides the Tempe Police Department with the results. This procedure may take up to two (2) months to complete. Therefore, it is imperative that the fingerprints are completed as soon as an applicant may get them done. Fingerprints may be submitted prior to filling out an application. **A Fingerprint Clearance Card is not an acceptable substitute for hard card fingerprints.**

Failure to submit fingerprints in a timely manner will delay the process and may cause the application to be denied.

Respectfully,

Licensing Specialist
Tempe Police Department



Required FBI Notifications of Applicant Privacy Rights

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded ten (10) days to correct or complete the record (or decline to do so) before officials deny you employment, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations, Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.azdps.gov).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.



Fingerprinting Service Information

Fingerprints may be obtained at **ANY** fingerprinting service in the Valley. However, please ensure that you are following the proper procedure to submit those prints to the Tempe Police Department. This procedure may be found on the Licensing Fingerprint Form.

The Tempe Police Department Headquarters located at 120 E. 5th St., Tempe, AZ 85281, offers fingerprinting services. To check fingerprint availability, please call Tempe PD Fingerprint Line at 480-858-2024, **for recorded information only**.

There are Non-Police Department fingerprinting service locations within the Valley. You may search the Internet to obtain more options.

Thank you,

Licensing Unit
Tempe Police Department