

## National Service Criminal History Checks in Arizona

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### *Arizona is a closed records state.*

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

## Contact Information

Arizona Department of Public Safety

<http://www.azdps.gov/>

Phone number: 602-223-2223

## State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

### Fingerprint-Based State Checks

**Available from:** Arizona Department of Public Safety

**What is released:** This is a state and federal background check. Misdemeanors or felonies in Arizona or any other state are reported. If there is a report it doesn't necessarily mean you won't get a clearance card, it might just take longer than normal.

**Cost:** Currently \$65 for volunteers

**How long does it take to obtain results?** The average processing time can vary from week to week based on the number of applications received and whether or not the applicant has a criminal record requiring research. If research is not required, processing will take approximately two to four weeks for an electronic application and four to six weeks for a paper application. Processing can take up to 90 days for applications which require research.

Revised as of 10/13/2017

**Available to:** Individuals and qualifying nonprofits

## Approved Alternative Repositories

*State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.*

**Approved for organizations outside of Arizona conducting Arizona State of residence checks ONLY:** A combined check of the (1) Arizona Judiciary Public Access to Court Case (PACC) system and (2) the Pima County Superior Court Record Search (PCSCRS). The PACC system is available at <https://apps.supremecourt.az.gov/publicaccess/> The PCSCRS system is available at [http://www.agave.cosc.pima.gov/home.asp?Include=pages/rec\\_ord\\_search.htm](http://www.agave.cosc.pima.gov/home.asp?Include=pages/rec_ord_search.htm). All results received must be adjudicated to ensure the individual referenced is not the applicant and both search results must be retained as evidence of performing this check.

## FBI Checks

**FBI Check Guidance:** <http://nationalservice.gov/FBIGuidance>

**State Repository Provides FBI Checks:** Your fingerprints will be used to obtain both a state and federal criminal history records check. ARS 41-1750(G) does not provide DPS the statutory authority to process applicant fingerprints and release Arizona State criminal history record information to private companies for employment purposes with the exception of nonprofit organizations.

**CNCS FBI Channeler:** Organizations that cannot successfully use the state repository for FBI checks may use CNCS's FBI-approved Channeler, Fieldprint, for FBI checks.

**Cost:** The cost for one FBI check through Fieldprint is \$27.50.

**How long does it take to receive results?** The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

**View these links for more information:**

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, "Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients")
- Fieldprint website: <http://www.fieldprintcnscs.com/>

## NSOPW (National Sex Offender Public Website) Check

[nsopw.gov](http://nsopw.gov)

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

*Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.*

Revised as of 10/13/2017

## State Sex Offender Registry Information

Arizona Sex Offender Registry: <http://icrimewatch.net/index.php?AgencyID=55662>

This registry will only make available individuals with level 2 or level 3 risk assessment scores. This risk assessment is based on a nineteen question criteria.

## Individuals Requesting Criminal History Records (versus Organizations)

**Arizona:** Individuals: Free, 15 days, fingerprints required, results may not leave the state of AZ. Individuals serving outside of AZ should retain results and forward documentation to program staff to confirm that the check was initiated and that results may not be shared out of state.

*Packet and instructions are available [here](#).*

### **Option 1: In-Person Request:**

1. Go in person to the Arizona Department of Public Safety. The applicant may physically go to the Arizona Department of Public Safety to conduct the fingerprint requirement and submit the state background check. The address is:  
Arizona Department of Public Safety  
2320 N 20<sup>th</sup> Avenue  
Phoenix, AZ 85009
2. Receive the Background Check, and send to program. Under Section 41-1750 of the Arizona Revised Statutes, the subject of a criminal record may review the information contained in his/her Arizona record, but no personal information regarding the identity or address of the requester will be included in the response. The applicant will be the recipient of the background check, but should bring sealed results to program to ensure chain of custody.

### **Option 2: Phone Request:**

1. Call Arizona's Applicant Team. The applicant may call the Arizona Applicant Team at 602-223-2222 to request a criminal background check application. The application will then be mailed to the applicant's home, and includes a Record Review Contact Information Sheet.
2. Obtain fingerprints from local law enforcement office (may involve a fee). After receiving the application, applicants must go to a local law enforcement office to obtain their fingerprints. The applicant must mail the fingerprints and application to:  
AZ Dept. of Public Safety  
Criminal History Records Unit  
Mail Drop 1120  
PO Box 18450  
Phoenix, AZ 85005-8450
3. Review the Background Check, and send to host site. Under Section 41-1750 of the Arizona Revised Statutes, the subject of a criminal record may review the information contained in his/her Arizona record, but all personal identifying information is removed when the result of the record check is sent. The applicant will be the recipient of the background check, but should bring sealed results to program to ensure chain of custody.