



ARIZONA BOARD OF FINGERPRINTING Central Registry Exception Application Form

Mail Code 185 • PO Box 6129 • Phoenix, Arizona 85005-6129
Telephone (602) 265-0135 • Fax (602) 265-6240
info@azbof.gov • www.azbof.gov

Do not write in this area

STOP! READ THIS SECTION FIRST! DO NOT SKIP THIS SECTION!

- **Please make sure you've downloaded the correct application.**
 - Are you applying to the Board because your fingerprint clearance card was denied or suspended? If so, this is the **wrong** application form. Please go to www.azbof.gov and download the Good Cause Exception Application Form.
 - Are you applying to the Board because you did not clear a central registry background check? If so, this is the **correct** application form.
- Send your completed application to the address at the top of this form. We strongly encourage you to keep a copy of your application package as a backup.
- We want to be able to read and understand your application, so write as clearly as possible
- Please send copies, not originals, of attached documents (such as police reports or case plans). After a certain period of time, we destroy documents, so we may not be able to return originals.
- To avoid a delay in the application process, please read the application instructions before completing this application package. Please answer all questions.
- If you intentionally provide false information, your application may be denied.

DENIAL NOTICE FROM DES

You received a notice of denial from the Department of Economic Security (DES). This notice indicated that you didn't clear the central registry background check. Please submit a copy of all pages of that letter with your application package.

Please note: we can't process your application without this notice, so you must include it. If you don't include it, we'll return your application to you, so please make sure you've submitted it. Also, if your denial occurred before **August 2, 2012**, you aren't eligible to submit this application, so you shouldn't fill out this application.

CRIMINAL HISTORY BACKGROUND CHECK

In order to apply for central-registry exception, you must have a fingerprint clearance card (or have applied for one) from the Department of Public Safety (DPS). We won't process your application unless you have at least applied for a fingerprint clearance card. Please provide one or more of the following (on the next page) to help us locate your criminal-history information.

Please note: the information on the next page is required and should come from your fingerprint clearance card or application. Don't fill out the fields below with numbers from your denial notice from DES. If you don't include this information, we'll return your application to you, so please make sure you've submitted it.

- Fingerprint clearance card number (appears on card): _____
- Fingerprint clearance card application number: _____
If you applied recently, please also provide the date you applied, since DPS may not have processed your application yet.
- Social Security number: _____
This number is strictly voluntarily, and we will only use it to locate criminal-history records under A.R.S. § 41–1750(G)(3). You aren't required to submit this number, but providing it may speed up the process. The outcome of your case will not be negatively affected if you decline to provide this number.

PERSONAL INFORMATION

1. **Name on DES denial notice.** Please provide the name that appears on your notice of denial from DES. If the name below doesn't match the one on the DES letter, we may have difficulty processing your application. Please contact us if you've had a legal name change or the name on DES letter is incorrect.

Last: _____ First: _____ MI: _____

2. **Other names.** In the space below, please list any other names you go by or have gone by at any time in your adult life. You don't need to provide nicknames. Examples include aliases or maiden names.

3. **Date of birth.** _____

4. **Mailing address.** This is where we'll send all correspondence, so please write the address where we can best reach you. Some of the information we send you is time-sensitive, so be sure to inform us of any change in address as soon as possible.

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

5. **Telephone numbers.** Please provide telephone numbers, including area codes, where we can reach you, in order of preference for reaching you during the daytime. Please also the type of phone (such as home, work, or mobile). (You only need to provide one; the others are optional.)

Phone 1: _____ Type: _____

Phone 2: _____ Type: _____

Phone 3: _____ Type: _____

CRIMINAL-HISTORY INFORMATION

6. Have you ever been charged with a crime?

[] Yes [] No

Please note: you must answer “Yes” even if that charge was dismissed, dropped, or set aside. Please be sure to answer this question accurately so that your application isn’t denied.

If you answered “No,” you may skip questions 7 through 10 below.

7. **Police reports.** For every arrest or criminal charge (even if you weren’t convicted) that occurred within the past five years, please submit a copy of the police report. If you don’t have the police report, you should contact the police or sheriff’s department and submit a request for the report.
8. **Written explanations.** For every arrest or criminal charge in your adult life, you should submit a detailed explanation that describes what happened. Be sure to submit an explanation for each charge, even if you weren’t convicted, no matter how long ago the incident occurred.
9. **Court documents.** For every criminal conviction in your adult life, please provide documentation from the appropriate court showing that you completed your sentence or that a record is no longer available.
- Please refer to the enclosed guidelines on submitting court documents.
 - Be sure to submit court documents no matter how long ago the charge occurred.
 - If your case is pending, or if you haven’t completed your sentence, please provide a written statement that explains in detail the status of your case and when you expect your case or sentence to be completed.
10. **Disposition information.** After you submit your application, we’ll request criminal-history records from the Department of Public Safety. Sometimes, those records don’t show the disposition of a charge (e.g., conviction, dismissal, or acquittal). In that case, we may follow up with you to get court documents showing the disposition. However, to save time, if you already have documentation showing the outcome of your charges, or you can easily get the documentation, you may want to submit it with your application. Please refer to the enclosed guidelines on submitting court documents.

CPS INFORMATION

11. **Case plan.** After CPS investigated an allegation of child abuse or neglect, did you have a Child Protective Services (CPS) case plan? (If you received services from CPS and had a case plan, you would have participated in a staffing to develop the case plan, unless you refused to participate. If you never participated or refused to participate in a staffing, you probably did not have a case plan.) Please be sure to answer this question accurately so that your application isn’t denied.

[] Yes [] No

If you answered “Yes” to question 11, please provide a copy of that case plan. If you don’t have the case plan, you must contact CPS to get a copy.

12. **Written statement.** For any substantiated allegation of child abuse or neglect, please submit a detailed explanation that describes what happened. You should provide as much detail as possible; otherwise, your application may be delayed while the Board staff tries to get more detailed explanations from you.
13. **Evidence of rehabilitation.** By applying for a central-registry exception, you're claiming that you're rehabilitated from any substantiated allegation of child abuse or neglect in your past. You should provide any evidence to support your claim to be rehabilitated. At the very least, you should submit a statement that describes what you've done to rehabilitate yourself, such as attending drug treatment, counseling, or a parenting or domestic-violence program. However, your chances of being approved will be greater if you provide documentation to support your claims, such as evidence that you received services or attended a program. For example, if you attended counseling, your application will be much stronger if you provide documentation proving that you attended counseling.

Please note: by law, you have the burden of proving to the Board's satisfaction that you're rehabilitated from any substantiated allegation of abuse or neglect. If you submit little or no documentation of your claims, your application will likely be denied.

OTHER INFORMATION

14. **Reference letters.** Please submit at least two reference letters using the enclosed forms. These two references must meet the following requirements.
- One form must be completed either by your current or former employer or by someone who has known you for at least three years.
 - The other form must be completed by someone who has known you for at least one year.

You may make copies of the reference forms if you'd like to submit more than the required two, or you can download a copy of the form from www.azbof.gov/forms/creref.pdf. Also, you may submit other references letters that don't use the reference forms, as long as you meet the requirements listed above.

NOTARIZATION

Please have this section notarized by a notary public. If you're not sure where to go to have documents notarized, please consult a business directory like the Yellow Pages.

I solemnly affirm that the information in this application, including the attached explanations, is true and complete to the best of my knowledge.

(Signature of applicant; do not sign until you are before the notary public)

(Date)

Subscribed and sworn before me this _____ day of _____, _____ (year).

My commission expires: _____

(Notary Public)



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Do not write in this area

1. Letter of Reference for: _____
2. Written by: Name: _____
Agency: _____
Address: _____
Phone: _____
3. Are you the applicant's employer?
 Yes No
4. Are you aware that the Arizona Department of Economic Security has denied clearance for the individual requesting this letter because of a substantiated allegation of child abuse or neglect?
 Yes No
5. Has this individual informed you of the reason(s) for the denial?
 Yes No
6. How long have you been acquainted with this individual? Please indicate the number of:
_____ Years _____ Months
8. In what ways do you know this individual? (Please check only one.)
 Personally Professionally Both
9. Would you recommend that this individual be granted a central-registry exception?
 Yes No Undecided
10. Please include any additional statements you would like regarding this individual, either below or on a separate sheet.

Signature

Date



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EMAIL AUTHORIZATION FOR CENTRAL-REGISTRY EXCEPTIONS

The Board staff understands that applicants often find email communication to be more convenient than contact by mail or telephone. We're happy to contact you by email, but we first want to make sure that you're aware of the issues described below. By signing this form, you acknowledge these issues and consent to having us contact you by email. Please note that we may still choose—and, in some cases, may be required—to contact you by mail.

If you ever want to revoke this authorization, please contact us immediately. Also, if you change your email address, please request another authorization form from us.

Identity. We want to make sure that when we send information by email, we're contacting you and not someone trying to get information about your case without authorization. Even if your email address contains your name, we can't be sure that someone else didn't create that email address pretending to be you. By providing your email address and signing this form, you improve our ability to verify that we are communicating with you.

Security. Email communication is not secure. The content of emails or any attachments could be viewed by a third party. You should only sign this form if you understand the security risks with email communication.

Email address: _____

Name: _____

Report ID or Participant ID: _____

This information comes from your denial letter from DES

Signature: _____ Date: _____



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COURT DOCUMENTS FOR CENTRAL-REGISTRY EXCEPTIONS

If you have a criminal history, you may be required to provide court documents as part of your central-registry-exception application. Supplying complete and correct court documents is one of the more challenging—but also one of the more important—application requirements. The challenge lies in knowing what to provide and where to get it from. These instructions should help you understand what the Board is looking for. In addition, we've attached examples of the kinds of court documents you might have to submit.

"Disposition" means what finally happened after you were arrested or charged. Examples are conviction, acquittal, dismissal, or dropped charges.

Court documents show the Board one of two things. First, they show the disposition of certain charges. Second, they show whether you completed your sentence, if you were convicted.

Ask yourself the following question for each of your criminal charges when deciding what documents to submit: *Were you convicted (found guilty or pleaded no contest)?* If you were convicted, you must provide court documents that show whether you completed your sentence, even if the sentence was minor, the offense occurred a long time ago, or the conviction was set aside.

Keep in mind that the criminal-history records we get don't always show the disposition of a charge, so we may have to follow up with you to get court documents that show the disposition. If you weren't convicted of a charge, but you have documents showing the disposition (or want to get them), you may want to submit that information with your application to save time.

To get the court documents, you must go to the court that would have dealt with your criminal case. Under state law, you have the burden of proving that you're rehabilitated. That means it's your responsibility to contact the court and get the documents. The Board staff will not do that for you. If the court is out of state or far away, you can call or write to the court and get the appropriate documents. You don't need to get certified copies, and in fact you should keep originals for yourself and only send us copies.

Applicants sometimes say that they don't remember which court they appeared in. Although that might be true in a few cases, be careful: the Board is very skeptical when applicants make this claim. The Board usually assumes that a criminal proceeding would be a memorable event, even if it occurred a long time ago, so the applicant should remember what court he or she appeared in.

If your offense or charge occurred a long time ago, the appropriate court may not have a record anymore. Courts often get rid of their records to save archive space, so the court may not have a record of your proceedings anymore. If the court doesn't have a record, you should ask the court for documentation that it searched its records and couldn't find your case. Courts won't purge a record unless it has been closed, so a statement from the court that it could not find a record for you shows the Board either (1) that you were not convicted or (2) if you were convicted, you completed your sentence.

[Redacted] [Redacted] DOB [Redacted]

Sex [Redacted] Wt [Redacted] Ht [Redacted] Eyes [Redacted] Hair [Redacted] Origin [Redacted] Lang [Redacted]
Total Due Warrants VT Defaults Boot & Tow Drivers License User ID
\$ \$ 0.00 \$ \$0.00 RECORDS
Comments:

CONCLUDED CASES

Case:	CR	Hearing:	NSA	[Redacted]	Ctrm:	J1	Loc:	RECC
Charge	Viol	Viol Date	Stat	Find	AOC	Conc	Dt	SA Drug Acc
[Redacted]	13-1502A1	TRESPASS	[Redacted]	CONC	G	[Redacted]		
[Redacted]	13-2904A3	DISORDLY	[Redacted]	CONC	D	[Redacted]		
[Redacted]	4-244.9	MNR POSS	[Redacted]	CONC	D	[Redacted]		

EXPLANATION OF CODES:

Stat CONC CONCLUDED

Find G Guilty By Plea
D Dismiss Without Prejudice

****END OF REPORT****

EXAMPLE

RECEIVED

SEP 27 2007

IN THE IOWA DISTRICT COURT FOR Story COUNTY

THE STATE OF IOWA,
Plaintiff

Cause #: [REDACTED]

vs.

[REDACTED]
Defendant

**ORDER OF DISCHARGE
FROM PROBATION IMPOSED
FOR:**

D Felony

Defendant has heretofore received a suspended sentence of imprisonment and was placed on formal probation to the Second Judicial District Department of Correctional Services for a period of three (3) years. Defendant's probation officer has reported to the Court that since being placed on probation, Defendant has satisfactorily complied with the conditions of supervision. The probation officer recommends that probation be discharged and the County Attorney does not resist the recommendation.

In view of the foregoing, the Court

FINDS

That the purposes of probation have been fulfilled and Defendant should be discharged from probation.

It is **THEREFORE ORDERED:**

That the Defendant is hereby granted a final discharge from the probation imposed herein.

It is **FURTHER ORDERED:**

That the Clerk of Court enter a Civil Judgment against the Defendant for the restitution balance, if any, owed by the Defendant to the victim(s) of the crime. The defendant is ordered to make payments **DIRECTLY** to the Clerk of Court of this county in the amount previously ordered in the Plan of Payment. Failure of the Defendant to comply with the Plan of Payment shall constitute Contempt of Court.

It is **FURTHER RECOMMENDED:**

That the **CITIZENSHIP RIGHTS** of the Defendant
 X be restored.
 not be restored.
 does not apply (Serious Misdemeanor)

Signed this [REDACTED] day of [REDACTED], 2005.

[REDACTED]
Judge of the 2nd Judicial District

CLERK TO FURNISH COPIES TO:

County Attorney
Defendant
Defendant's Attorney
Department of Correctional Services, 509 Main, Ames, IA 50010

Mesa Municipal Court 245 West 2nd Street Mesa, AZ 85201
(480) 644-2255 or WWW.CityofMesa.org

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STATE OF ARIZONA)
Plaintiff,)
VS)
[REDACTED])
Litigant)

MESA MUNICIPAL COURT
DOES NOT HAVE RECORD
OF THE REQUESTED INFORMATION

Litigant's Name: [REDACTED]

Litigant's Date of Birth: [REDACTED]

Case Number: Unknown

Complaint Number: Unknown

Date of Hearing: Unknown

Judge: Unknown

Courtroom: Unknown

The Mesa Municipal Court received your request for records on the above referenced matter. Court staff have researched the information you have provided and are unable to locate any records.

Enclosed is the request for records you submitted.

You may contact the Records Management Center for the Mesa Municipal Court at (480) 644-3811, if you have any questions.

Court Clerk: [REDACTED]

ID Number: [REDACTED]

REC'D FEB 06 2008