

FILING INSTRUCTIONS FOR LICENSURE OF SALESPERSONS

The Application and all supporting documents must be **completed within ninety (90) days** of submitting the application and fees. Failure to complete the licensing requirements within (90) days will result in **forfeiture of fees**. Documents must be typed or plainly printed with BLACK ink only.

No license will be issued prior to completing and submitting **ALL** requirements.

All Fees submitted for licensure are **nonrefundable**. The Refund Policy statement must be signed and returned with the completed application and applicable fees before the Department will review your application.

REQUIREMENTS:

- Application** must be completed in its entirety, signed and notarized.
- A. Legal Name: Must provide **Full** Legal Name
- B. Date of Birth and Social Security No.: Must be completed
- C. Residence Address: Complete Residence Address. If your residence does not have an actual street address, give a description such as “corner of, intersections, junction or mile marker”. **Note:** After licensure, you must notify the Department within 5 days of any change of address and pay the applicable administrative fee.
- D. Mailing Address: List if different from residence address. **Note:** After licensure, you must notify the Department within 5 days of any change of address and pay the applicable administrative fee.
- E. Former Names/Aliases & Maiden Names: List all names you have used.
- F. Driver’s License No., State, Sex: List current Driver’s License Number and the State it was issued in. Indicate your gender by M or F.
- G. Height, Weight, Color Eyes, Color Hair: Give your physical description.
- H. Business name of employing dealer or broker and License No. **Note:** After licensure, you must notify the Department within 5 days of any change of dealer/broker and pay the applicable administrative fee. If you leave your dealer/broker and do not go to work for another dealer/broker immediately, you must return your license certificate to the Department with a letter requesting inactive status and the applicable fee. Once you notify the Department of a new employing dealer, you may request reactivation of your license.
- I. Address: Complete address of employing dealer/broker.
- J. Employing Dealer Signature: The application must be signed by the **Qualifying Party**.
- K. Residence for Past Three Years, Starting with Current Residence: Give as much detail as possible.
- L. Employer’s Name and Address for Past Three Years. If Self Employed, state this: Give as much detail as possible.

- M. Side Two – Questions 1 – 5: Complete by checking “yes” or “no” to all five questions. **A written and signed explanation and supporting court documents are required for a “yes” answer to questions 1, 2, 3, and/or 4. A “no” answer to question 5 requires that you provide us with written documentation identifying the country of which you are a citizen and documentation that demonstrates your legal right to live and work in the United States. A “yes” answer to question 5 requires that you provide us with legal documentation which identifies your name and status as a U.S. citizen.**
- N. Thoroughly read the declaration section of page 2 before signing. Print your name in the area provided. Sign application and have notarized.

Agreement for Conditional License must be completed, signed and notarized. There may be a rather lengthy delay in issuing a license due to difficulties encountered by the Department in obtaining the necessary background information for review prior to issuance of the permanent license. If an applicant wishes to sign an agreement with the Department, we will issue the license, if there are no immediate background issues, upon completion of all other requirements, on a conditional basis that will allow you to act in the capacity of a salesperson until the background investigation is completed. At that time, the license will either be given permanent status, issued probation or it will be automatically revoked if the background information is of such a nature that a license denial would be in order.

Fingerprint Card must be completed in its entirety and signed. Please refer to **Fingerprinting Instructions** for detailed instructions. **NOTE: The fingerprint requirement will be waived if you provide us with a copy of the front and back of your D.P.S. Fingerprint Clearance Card.**

No Refund Policy must be completed in its entirety and signed. It is the policy of this office that all funds received relating to licensure are **non-refundable**. The form acknowledging this policy must be signed and returned with the license application and application fees before the Department will review your application.

Arizona Statement of Citizenship and Alien Status for State Public Benefits
All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. This completed form and copy of one or more documents that evidence your citizenship or alien status must be submitted with your application for license.

FEES:

Application fee is \$206.00

Fingerprint Processing fee is \$22.00, **payable in exact cash, money order, cashier's check or certified funds**

***You may provide us with a cashier's check or money order for the total amount of \$228.00 if you choose.**

Both fees are payable to the Department of Fire, Building and Life Safety. Personal checks and company checks will **NOT** be accepted in payment of fingerprint processing fees. The above fingerprint processing fee is in addition to the fee charged by the enforcement agency taking your fingerprints. Charges may vary according to the different agencies (i.e., Police Department, Sheriff's Department). The \$206.00 application fee may be paid by a business or personal check.

License applications are processed in the order they are received. If approved, your license will be issued within two weeks of receipt of all properly completed documentation, including any necessary background documents, and all applicable fees. If your license application is denied by the Department, you may make a written request for a hearing.



**DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
OFFICE OF ADMINISTRATION**
1110 WEST WASHINGTON, SUITE 100
PHOENIX, AZ 85007-2935
(602) 364-1003

APPLICATION FOR SALESPERSON'S LICENSE

(PRINT WITH BLACK PEN OR TYPE)

Full Legal Name (including Middle Name): _____

Date of Birth: _____ Social Security No.: _____ Email: _____

RESIDENCE ADDRESS CITY COUNTY STATE ZIP PHONE NUMBER

MAILING ADDRESS (STREET ADDRESS OR P.O. BOX) CITY COUNTY STATE ZIP

Former Names/Aliases: _____ Maiden Name: _____

Drivers License No.: _____ Issuing State: _____ Gender: Male Female

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Employing dealer/broker business name: _____ Dealer License No. _____

Employing dealer/broker address: _____ Dealer Phone No. _____

Qualifying Party's signature _____

Indicate where you have resided for the past three years beginning with current address (Attach additional sheet if necessary):

| FROM Mo./Yr. | TO Mo./Yr. | RESIDENCE Street Address | City | County | State | Zip Code |
|-----------------|---------------|-----------------------------|------|--------|-------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Employment History or Business engaged in during the past three years. Beginning with current employment –If unemployed, so state. (Attach additional sheet if necessary):

| FROM Mo./Yr. | TO Mo./Yr. | Employer's Name/Name of Business | (Give Street Address, City, State, and Zip Code) |
|-----------------|---------------|----------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

APPLICANTS DO NOT WRITE BELOW THIS LINE

Date Filed: _____ Receipt No.: _____ Fee: _____

License No.: _____ Date Issued: _____

(OVER)

Please answer all of the following questions by checking "Yes" or "No".

- 1. Have you ever been detained, cited, arrested, indicted or summoned into court for a felony? Yes No
- 2. Have you ever been convicted of a felony which remains a part of your record or has been pardoned or expunged? Yes No
- 3. Have you ever had a business or professional license rejected, denied, revoked or suspended in this or any other state? Yes No
- 4. Has anyone ever obtained a judgment against you in any civil action, the subject of which involved fraud or misrepresentation? Yes No
- 5. Are you a citizen of the United States? If you are, provide legal documentation which identifies your name, and status as a U.S. Citizen. If you are not a U.S. Citizen, provide written documentation identifying the country of which you are a citizen and provide documentation that demonstrates your legal right to live and work in the United States. Yes No

A "YES" answer to questions 1, 2, 3, and/or 4 requires that you attach a signed statement giving complete details and provide copies of court documents.

FALSE OR INCOMPLETE ANSWERS COULD RESULT IN CRIMINAL PROSECUTION AND THE DENIAL OR SUBSEQUENT REVOCATION OF A LICENSE.

STATE OF _____)

COUNTY OF _____) §§

I, _____, being first duly sworn upon oath, hereby depose, swear and
PRINTED NAME OF APPLICANT

declare under penalty that I am the applicant making the foregoing application that said application has been read, and that the contents thereof and all statements contained therein are true, correct and complete.

I do hereby consent to having an inquiry made as to my moral character, professional reputation and fitness for said license.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records, and other information pertaining to me to furnish to the Office of Manufactured Housing any such information including documents, records, or information regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the Office or any of its agents or representatives to inspect and make copies of documents, records and other information.

I hereby release, discharge and exonerate the Office of Manufactured Housing, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information of the inquiry made by the Office of Manufactured Housing.

Applicant's Signature

Subscribed in my presence and sworn to before me this _____ day of _____, 20 _____

Notary Signature

My Commission Expires: _____

NOTICE: Pursuant to A.R.S. § 41-1030, "An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition. This section may be enforced in a private civil action and relief may be awarded against the state. The court shall award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy. This section does not abrogate the immunity provided by Section 18-820.01 or 12-820.02."



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

SUBJECT: Supplemental Information for License Application

If listed under Section D of a business license application or if applying for a salesperson license, this form must be signed by you if you: 1) have ever been arrested or convicted of a felony in any State or Federal jurisdiction and/or 2) have ever had a final judgment brought against you in a civil action upon grounds of fraud, misrepresentation or deceit.

You must provide us with the following information and/or documents (whichever are applicable) to facilitate the processing of your application for a license:

1. Approximate date of arrest(s).
2. Location of arrest(s).
3. Any prior arrest(s), date and location.
4. Name of prosecuting Agency(s), County Attorney, District Attorney, Attorney General, etc. and location(s).
5. Name of Defense Attorney(s).
6. Case Number(s).
7. Court(s) where convicted (each offense).
(City, County, State, Federal, etc.)
8. Date(s) of conviction(s) (approximate).
9. Copy of Judgement of conviction(s).
10. Name of Parole Officer(s) or Probation Officer(s).
11. In your own words, describe violation(s).

Applicant's Signature

Date

Name of Applicant *

License Classification**

*If you are listed under Section D of a business license application, identify the business name stated on the license application. ** Identify the license classification listed on the business license application.

***If you are a Salesperson, the Name of Applicant will be your name. The License Classification will be Salesperson.



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OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

AGREEMENT FOR CONDITIONAL LICENSE

This agreement is entered into between the Office of Manufactured Housing (Office) and _____ (Applicant's Name) subject to terms and conditions as hereinafter set forth and pursuant to A.R.S. 41-2176.B., C., and .D.

Upon completion of all other requirements, the Office agrees to grant the applicant a conditional license, pending the results of the background analysis. Once the background analysis is completed, if the applicant's background is acceptable and the applicant did not make any misrepresentations, depending on the results, permanent status or probation will be given to the license.

The Director shall revoke the applicant's conditional license and shall refuse to issue the permanent license if there are material misrepresentations or fraud in the application to obtain a license. The applicant agrees that the conditional license issued to him/her shall be revoked if it appears that the applicant has misrepresented his/her criminal background.

The applicant further agrees to waive and does hereby waive any and all rights they may have to a stay of the effectiveness of any order of revocation of the conditional license. The applicant also agrees to waive and does hereby waive any right to notice of hearing prior to revocation of the conditional license.

The applicant may demand a hearing on the order of revocation pursuant to Arizona Revised Statutes, Title 41, Chapter 16, Articles 1, 2, 3, 4, and 5 and consistent with this agreement by making written demand for hearing, setting forth the relief requested and the basis for the relief.

IMPORTANT NOTICE:

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation ("FBI"). If you have a criminal history record, the officials making a determination of your suitability for the job, 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 a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you the job, 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 (CFR), 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 Criminal History Summary Checks or by calling (304) 625-3878.

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 ("DPS") 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.dps.gov).

Applicant's Signature

State of _____)
County of _____)

Dated this _____ day of _____, 20____

On this _____ day of _____, 20____, before me personally appeared _____, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same.

Notary Public Commission Expires: _____



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

TO: All Applicants for Licensure

SUBJECT: Refund Policy and Certification Form

It is the policy of this Department that all funds received relating to licensure are **nonrefundable**.

I, _____, swear that the above
(Printed Name of Applicant)
information pertaining to licensing fees being nonrefundable has been read and understood by
me.

Applicant's Signature: _____ Date: _____

Title/Position: _____

**Form 1: LONG FORM APPLICANT STATEMENT (revised)
REQUIRING SUBMISSION OF DOCUMENTATION OF STATUS**

**ARIZONA STATEMENT OF CITIZENSHIP
AND ALIEN STATUS FOR STATE PUBLIC BENEFITS
Professional License and Commercial License
Department of Fire, Building and Life Safety**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 1-501 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form and copy of one or more documents that evidence your citizenship or alien status with your application for license or renewal.

SECTION I — APPLICANT INFORMATION

APPLICANT'S NAME (Print or type) _____ DATE _____
TYPE OF APPLICATION (check one) INITIAL APPLICATION RENEWAL
TYPE OF LICENSE _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any), of a document from the attached List A or other document that demonstrates U.S. citizenship or nationality. Name of document provided: _____

- A. Are you a citizen or national of the United States? (check one) Yes No
- B. If the answer is "Yes," where were you born? List city, state (or equivalent), and country.
City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided: _____

"Qualified Alien" Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
 2. An alien who is granted asylum under Section 208 of the INA.

- 3. A refugee admitted to the United States under Section 207 of the INA
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a) (7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child's parent is a "battered alien" or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a) (2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a) (15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a) (3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C. § 1621(c) (2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- 13. A foreign national not physically present in the United States.

Otherwise Lawfully Present (A.R.S. § 1-501)

- 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure.** See 8 U.S.C. § 1621(a).

SECTION IV — DECLARATION

All applicants must complete this section. I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge.

 APPLICANT'S SIGNATURE

 TODAY'S DATE

Attachment: Lists A and B Evidence of U.S. Citizenship, U.S National Status, or Alien Status

Attachment to Form 1 Applicant Statement

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

LIST A: U.S. CITIZEN OR U.S. NATIONAL

Note: In this List, the term “Service” refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

[Source: Proposed Rules, Verification of Eligibility for Public Benefits, 8 CFR § 104.23; 63 FR 41662-01 August 4, 1998); and Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“Interim Guidance”), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

Evidence showing U.S. citizen or U.S. national status includes the following:

a. Primary Evidence:

- (1) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (2) United States passport;
- (3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);
- (4) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State;
- (5) Form N-561, Certificate of Citizenship;
- (6) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (7) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (8) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- (9) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

[Source: Interim Guidance of Verification of Citizenship, Qualified Alien Status and Eligibility Under Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“Interim Guidance”), 62 FR 61344 (Nov. 17, 1997), Attachment 4]

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status:

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parents(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;

- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a State-or jurisdiction-approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make a determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: - Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR

The documents listed below that are registration documents are indicated with an asterisk ("*").

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

Alien Lawfully Admitted for Permanent Residence

- *Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on *I Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- *Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
- * Form I-766 (Employment Authorization Document) annotated "A5";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3"

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
- * Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- * Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
- * Form I-766 (Employment Authorization Document) annotated "A3."

Cuban/Haitian Entrant

- * Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- * Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for Less than One Year

Evidence includes:

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA

FINGERPRINTING REQUIREMENTS

Fingerprint card(s) must be completed as outlined below and returned to the Department of Fire, Building and Life Safety. NOTE: The Fingerprint card requirement will be waived if you furnish the Department with a copy of the front and back of your current D.P.S. Fingerprint Clearance Card.

A. One set of fingerprints and fee are required for:

- 1. The Qualifying Party; and
- 2. The Individual named as Sole Proprietor (or Owner), or
- 3. Each Partner of a Partnership, or
- 4. The President, V.P., Secretary and Treasurer of a Corporation, or
- 5. The Managing Members of a Limited Liability Company, or
- 6. Each General Partner of a Limited Partnership, or
- 5. Any person applying for a Salesperson's license.

B. Fees

- 1. A \$22.00 fingerprint processing fee made payable to the Department of Fire, Building and Life Safety shall accompany each returned fingerprint card.
- 2. The fee shall be paid by exact cash, cashier's check, money order, or other certified funds.
- 3. **NO PERSONAL CHECKS OR COMPANY CHECKS** will be accepted.

C. Where to be fingerprinted

The enclosed FBI fingerprint card(s) may be taken to the nearest law enforcement agency - police department or sheriff's office - at which time you will complete the necessary information and sign the card in the designated space. In addition to the fingerprint processing fee, the agency taking the fingerprints will also charge a fee which will vary according to their requirements.

D. All information must be typed or printed in black. Each block to be completed is given a number and the corresponding number description is outlined below.

- 1. Full name in all capital letters. If you only have a middle initial, designate (I.O.) (initial only) next to the middle initial; if you do not have a middle name or initial, designate NMI (no middle initial).

| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
| DOE | JOHN | JOSEPH |

- 2. Signature of individual being fingerprinted.
- 3. Complete residence address of the individual being fingerprinted, including apartment number, city, state and ZIP code.
- 4. Aliases: Other names that may have been used at any time.
- 5. Date of birth in numbers, such as 7-21-52.
- 6. Citizenship: The name of the country you are a citizen of: U.S.A. or other citizenship.
- 7. - 12. Personal description, abbreviated:

| | | | | | |
|------------|-------------|-------------|-------------|-------------|-------------|
| <u>Sex</u> | <u>Race</u> | <u>Hgt.</u> | <u>Wgt.</u> | <u>Eyes</u> | <u>Hair</u> |
| M | W | 5'8" | 165 | BRN | BRN |

- 13. Place of Birth: show city and state.

14. Armed Forces number: military enlistment number even if it is your social security number.
 15. Social security number: fill in the number even if it's shown in Block 14.
 16. Miscellaneous number: list any other identifying number.
 17. Date and signature of official taking the fingerprints.
- E. Taking of fingerprints. The following information **must be followed exactly** or the FBI will **reject the fingerprint card**. You may wish to provide these instructions to the fingerprint official.
1. Have fingerprint official make certain all impressions are taken in proper order, legible, fully rolled nail to nail and classifiable. All data called for is essential.
 2. If an amputation or deformity makes it impossible to print a finger, the fingerprint official should make a notation to that effect, (ie. "amp") in the individual finger block. **No** other writing is permitted in the fingerprint blocks.
 3. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained. Make sure the fingerprint official does **NOT** stamp "best prints possible" on card.
 4. No highlighter can be used on the fingerprint blocks.
 5. If the fingerprint image bleeds onto the blue lines or overlaps the borders of that block, the card will be rejected.
 6. Fingerprints at the bottom of the page must be straight up and down on the card.
- F. Return of fingerprint card
1. **WARNING** - the fingerprint card(s) cannot be folded or defaced in any manner because they are machine processed.
 2. Return the card with the fingerprint processing fee, in certified fees.
 3. The fingerprint card(s) and fee(s) must be returned to the Department of Fire, Building and Life Safety **PRIOR** to issuance of the Conditional License. The background investigation must be completed before permanent status can be established.
- G. All FBI record searches will be treated as confidential information and will not be disclosed, except as provided by law.