

APPLICATION BY RECIPROCITY INSTRUCTIONS

CRITERIA REQUIRED FOR APPLICATION BY RECIPROCITY

- Fees
- Background check
- Documentation of “Yes” Answers
- Proof of U.S. Citizenship, U.S. National Status, or Alien Status

I. Fees for Application

1. \$400.00 Application fee
2. \$80.00 National Registry fee

II. Background Check

All applicants must submit a valid fingerprint clearance card application/issued number from the [Arizona Department of Public Safety \(DPS\)](#).

III. Documentation of “Yes” Answers on the Questioner Page

1. Provide a signed statement disclosing the incident; include a date and location of incident.
2. In addition, submit the following:
 1. For **CRIMINAL** matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/ Expungement/ Dismissal documents.
 2. For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 3. For **DISCIPLINARY ACTIONS**, a certified copy of (1) Notice of Hearing and/ or Complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/ Certificate History from any state, other than Arizona, in which applicant is licensed/ certified at the time of application.

Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/ or court.

IV. Proof of U.S. Citizenship, U.S. National Status, or Alien Status

Applicant must submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per [A.R.S. §41-1080](#).