Frequently Asked Questions (FAQ)
A.R.S. § 36-833.02.A and A.R.S. § 36-897.03.A
Re: SB1504, effective August 25, 2020

Do the changes in the Statutes for Child Care Centers & Group Homes affect me as a child care provider?

YES. If you are licensed or certified to provide child care in Arizona, or are registered with Child Care Resource & Referral, the requirement change will affect your hiring process.

What do I need to do in order to be compliant with the Statute?

You need to ensure that new employees have documentation of a valid fingerprint clearance card BEFORE they begin working in your child care setting.

What is considered acceptable documentation?

A dated screen shot of the Department of Public Safety (DPS) website page indicating the clearance card is valid, or documentation of telephone verification with DPS (including the date & person's name) can document the card's validity. A copy of the issued card (front & back) is still required for the staff person's file.

If I am applying for employment as a child care worker, can I obtain a clearance card on my own – or do I have to wait for the employer to start the process?

An individual can submit a card application for themselves. The Department of Public Safety (DPS) website has information regarding the process at **https://www.azdps.gov/services/public/fingerprint** and there is additional helpful information on the BCCL website Fingerprint Guidelines for Registration.

If a staff member turns 18 years of age while they are employed with me, are they required to apply for a clearance card?

YES. Complete and submit the application PRIOR to their 18th birthday. Document the submittal, and any notifications that are received from DPS related to the processing of the card.

Does the employee still need a DCS Central Registry background check?

YES. Contact the Department of Child Safety (DCS) for information regarding the submittal form and process at 602-364-4255, DCSCentralRegistry@azdcs.gov, the general line at 602-255-2500, or GeneralInquiries@AZDCS.GOV. They also have a general FAQ sheet that has helpful information.