

# Facility Agent Checklist

This form describes the requirements for the online registration process for new Facility Agents.

## 1 Application Information

### Facility Agent's

- First Name, Middle Initial (if applicable), Last Name and Suffix (if applicable)
- Date of Birth
- Gender
- Social Security Number (for the fingerprint card, if applicable)
- Identifying number on the applicable card or document (see Section 2 below for list of identification requirements and options), plus the kind of ID used, issuing state (if applicable), and issued date
- Facility Agent's residential address and county
- Facility Agent's phone number
- Facility Agent's email address. This should be the email address the applicant used to create their ADHS Licensing Portal account. The email address should be specific to the applicant and not be in use by any other person or entity
- Facility Agent's mailing address - check box if same as residential address

## 2 Documents required to upload into online application

- Recommended file format
  - File types recommended: PDF, JPG, PNG, or GIF
  - Cannot exceed 2 MB
- Current photograph of the Facility Agent:
  - Taken no more than 60 days for the submission of the application
  - Image Requirements:
    - 2 inches x 2 inches with minimum 600x600 pixels and maximum 1200x1200 pixels
    - In natural color
    - Front view of individual's full face, WITHOUT hat or headgear that obscures the hair or hairline, with a plain white or off-white background
    - Has between 1 and 1 3/8 inches from the bottom of the chin to the top of the head
    - Image file in the following format: JPG, PNG, or GIF
    - Cannot exceed 10 MB
  - Other supporting documents
- Copy of the Facility Agent's
  - Arizona driver's license issued on or after October 1, 1996; OR
  - Arizona identification card issued on or after October 1, 1996; OR
  - Arizona registry identification card; OR
  - Photograph page in Facility Agent's U.S. passport; OR
  - An Arizona driver's license or identification card issued before October 1, 1996 AND one of the following:
    - Birth Certificate verifying U.S. citizenship
    - U.S. Certificate of Naturalization
    - U.S. Certificate of Citizenship
  - Level 1 Fingerprint clearance card (FCC) issued according to A.R.S. § 41-1758.07, if applicable. If the applicant does not have an FCC, the applicant must mail fingerprint cards to the Department as described in item 3.
- Signed and dated Facility Agent Attestation

## 3 Fingerprints

- Although not part of the ADHS **online** application process, if the applicant does not have a Level 1 Fingerprint Clearance Card (FCC), the applicant's fingerprints must be submitted to ADHS via U.S. Mail and including a Fingerprint Verification Form. The Department recommends
- submitting fingerprints about 5 days before submitting the application, to allow for processing time. **Do not submit fingerprints cards if you are submitting an FCC.**

- Fingerprint instructions
- Fingerprint Verification Form