



ARIZONA DEPARTMENT OF PUBLIC SAFETY

2102 WEST ENCANTO BLVD. P.O. BOX 6638 PHOENIX, ARIZONA 85005-6638 (602) 223-2000

“Courteous Vigilance”

KATIE HOBBS Governor JEFFREY GLOVER Director

IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW RESIDENT MANAGER RENEWAL INSTRUCTIONS**

If the Qualifying Party (QP) lives outside the State of Arizona, the QP shall designate a RESIDENT MANAGER who is a manager of the agency, who maintains full-time legal residency in this state, and who meets the requirements of Arizona Revised Statutes (ARS) §32-2612 and §32-2616.

The Resident Manager must complete the same application as the QP and successfully pass the criminal history background check****.

The following steps are necessary to renew your Resident Manager’s registration:

1. The Resident Manager submits the Security Guard/Private Investigation Agency application at the same time as the agency renewal; Check the box marked *Resident Manager at the top of the application*;
2. The Resident Manager submits a classifiable set of fingerprints****;
3. All required fees are submitted: \$50.00* application, \$22.00* fingerprint processing fee, for a total of \$72.00; ***
4. The Resident Manager must submit one color passport sized photograph or a color facial photograph that is 2”x2” or smaller.

The Resident Manager registration will be issued after the successful completion of the above steps, including the criminal history background check. An identification card will be issued to the resident manager.

*ALL FEES ARE NON-REFUNDABLE

**PLEASE REFER TO ARIZONA REVISED STATUTES AT:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>. Then see Title 32, Chapter 26

****If your application is post marked after the expiration date of your agency license, you must include a \$10 delinquency fee in your payment.*

****The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34

Please use the Mailing Address for all correspondence. If you have any questions, please call 602-223-2361 or visit www.azdps.gov.

Licensing Unit Office

Arizona Department of Public Safety
2222 W. Encanto Blvd.
Phoenix, AZ 85009
Main (602) 223-2361

Mailing Address

Arizona Department of Public Safety
P.O. Box 6328 MD 3140
Phoenix, AZ 85005-6328
FAX (602) 223-2938