



# Arizona Department of Agriculture

## Pest Management Division

1688 W. Adams Street, Phoenix, Arizona 85007

(602) 542-3578 FAX (602) 542-0466

<https://agriculture.az.gov> <https://opm.azda.gov>

### Applicator Certification Application Requirements

#### A complete application includes:

**Information about the applicant** – including the applicants Full Name; Applicator Certification # (if Broadening); Home Address; Mailing Address; Telephone Number; Email Address (if Applicable); Date of Birth; Social Security #; Denied, Suspended, or Revoked question answered; Certification Category(s); Signature and Date.

**Application Fee** – \$55.00 for New Applicator Certification applicants or No Fee for Broadening Applicator Certification applicants

**Handling Fee** – The \$10.00 Handling Fee is applicable because this application is available for processing online.

**Statement of Lawful Presence to Receive Public Benefits** – Please submit the Arizona Statement of Lawful Presence to Receive Public Benefits along with the appropriate evidence as listed.

**Background Investigation for New Applicator Applicants** – in accordance with A.R.S. § 3-3614 (C) – New CA and New QA applicants shall submit a full set of fingerprints on the “blue-lined” fingerprint card (FD-258); a Cashier’s Check or Money Order in the amount of \$22.00 made payable to the Arizona Department of Public Safety (AZDPS). Additionally, and the Federal Bureau of Investigations (FBI) requires the applicant include the completed FBI Notification of Applicant Privacy Rights; and the AZDPS requires the applicant to include the Fingerprint Verification Form – completed by the Fingerprint Technician and sealed according to the instructions on the form.

#### The Process:

Applicants with a administrative complete application will be approved for testing upon receipt of the background investigation by the AZDPS and FBI; as long as the results do not indicate the applicant is not of good moral character. The certification number and “MyPMD for Individual” password will be issued once the applicant’s application is substantively complete by providing the following:

- Complete Applicator Certification Application
- Applicable application fee
- Statement of Lawful Presence to Receive Public Benefits
- Applicable Evidence of Lawful Presence to Receive Public Benefits
- Score of 75% or higher all applicable exams (Core and Category Specific Exams for New Certification Applicants or Category Specific Exams for Broadening Applicants)



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### **Exclusion:**

An applicator shall be of good moral character. A conviction for a felony or a misdemeanor involving moral turpitude may demonstrate a lack of good moral character. A conviction for any of the following offenses shall be considered to demonstrate a lack of good moral character:

1. Murder involving the death of a law enforcement officer.
2. An offense described in A.R.S. § 13-2308.01 related to terrorism.
3. A sexual offense of any type where the victim is a minor that is a class 4 or higher felony.

Arizona Revised Statute 1-215 (24) defines moral turpitude as offense, whether a misdemeanor or felony, that is related to extortion, burglary (*entry into a building illegally with intent to commit a crime, especially theft*), larceny (*theft of personal property, shoplifting is a form of larceny*), bribery, embezzlement, robbery (*theft accomplished by violence or the threat of violence*), racketeering, money laundering, forgery, fraud, murder, voluntary manslaughter or a sexual offense that requires the individual to register pursuant to section 13-3821. Please note, this is not an exhaustive list and other offenses may meet the definition of moral turpitude.



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### Applicator Certification Application

- Fee Schedule:  New Certification - \$65.00 (Handling Fee of \$10.00 already included)  
 Broaden Certification - \$10.00 (Handling Fee of \$10.00 already included)

Full Legal Name: \_\_\_\_\_ Certification #: \_\_\_\_\_ (if applicable)  
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Has this applicant ever been convicted of a misdemeanor involving moral turpitude or any felony\*?**  Yes  No  
(An offense that is undesignated, set aside, or has been expunged, is still considered a conviction. Please request and supply the information required on the Applicant with Criminal Conviction Supplement.) If you have any doubt whether your type of conviction must be disclosed, disclose it for the Department to consider. Failure to disclose all relevant convictions may result in denial of certification.

**Has this applicant ever had any license or permit to practice pest management denied, revoked, or suspended?**  Yes  No  
*If yes, please provide the date, jurisdiction taking the action, nature of the action, and explanation of the circumstances on a separated document that is typed and contains the applicant's printed name and signature.*

Employer: \_\_\_\_\_ AZ PMD Bus. License #: \_\_\_\_\_ (if applicable)

Telephone #: \_\_\_\_\_

**Pest Management Categories: (the following categories will be accessible upon approval of application)**

- |   |                                 |
|---|---------------------------------|
| 1. Industrial & Institutional                             | 4. Right-of-Way Pest Management |
| 2. (a) Wood-Destroying Organisms Inspection and Treatment | 5. Aquatic Pest Management      |
| (b). Wood-Destroying Insect Inspection (only)             | 6. Fumigation                   |
| 3. Ornamental & Turf Pest Management                      | 7. Wood Preservation            |

Return this application along with the indicated fee to the address above. The AZDA is required by law to process applications within 90-days from the date a completed application received. However, our goal is to process the application as timely as possible. Normally this takes less than 14-days.

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 license 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 may 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 12-820.01 or 12-820.02.

**NOTE:** Incomplete, illegible, or inaccurate applications cannot be deemed complete. Examination fees shall be paid directly to the testing vendor and are not a part of this application. **Certifications expire on May 31st of each year except that a new certification that is issued during this calendar year shall expire on May 31st of the following year.** The Arizona Statement of Lawful Presence to Receive Public Benefits and proof may be required.

***By signing this application, I affirm that I have read and understand the information contained herein and attest that all information provided is true and correct and I understand providing false information to an agent of the State of Arizona is a criminal offense.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADA STAFF USE ONLY**

Name:	Date Received:	POS #
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## ARIZONA DEPARTMENT OF AGRICULTURE STATEMENT OF LAWFUL PRESENCE TO RECEIVE PUBLIC BENEFITS

### LICENSES/ CERTIFICATIONS

Arizona Revised Statutes § 41-1080 requires that an individual applying for a license issued by the Office—(i) for the purpose of operating a business in Arizona or (ii) to someone who provides a service to any person where the license is necessary in performing that service—must submit certain documentation that satisfactorily demonstrates that the applicant is lawfully present in the United States. If the documentation does not contain a photograph of the applicant, the applicant must also present a government issued document that contains a photograph.

**Directions: All individual applicants for a license or certification covered by these laws must complete this form and provide evidence by submitting a copy (front and back, if any) of one or more documents from the lists below declaring your citizenship or lawful alien status with your application. If your documentation of lawful presence does not have a photograph, you must also provide a government issued id with a photograph. If the Department has evidence you have previously submitted proof of United States citizenship or a non-expiring work authorization issued by the federal government, you do not have to do so again. Please DO NOT provide a copy of your Social Security Card.**

#### APPLICANT INFORMATION

APPLICANT’S LEGAL NAME (Print or type) \_\_\_\_\_

TYPE OF LICENSE/CERTIFICATION APPLICATION (check one)  NEW  RENEWAL

#### EVIDENCE OF CITIZENSHIP, NATIONAL OR ALIEN STATUS

**Evidence of Citizenship – please check the box corresponding to the document you are providing. The following documents need only be supplied once as long you remain certified.**

- 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);
- Form N-550 or N-570, United States Certificate of Naturalization
- Form DD-214 (Report of Separation Military Discharge Document) showing US Place of Birth
- United States Passport; or A foreign passport with a United States visa.
- Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); Certificate of Birth (FS-545) (issued by a Foreign Service post) or Certification of Report of Birth (DS-1350); Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen
- Form N-561, Certificate of Citizenship
- Form I-197, United States Citizen Identification Card
- Form I-873 (or prior versions), Northern Marianas Card
- 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)
- Form I-872 (or prior versions), American Indian Card with a classification code "KIC"; A tribal certificate of Indian blood; or A tribal or bureau of Indian affairs affidavit of birth.

**Evidence of Lawful Presence – please check the box corresponding to the document you are providing. The documents listed below must be submitted with every new certification application and certification renewal, no exceptions.**

- Arizona Driver’s License issued after 1996.
- A driver license issued by a state that verifies lawful presence in the United States; which does not include Alaska, Hawaii, Iowa, Illinois, Michigan, Montana, North Carolina, Nebraska, New Mexico, Nevada, Oklahoma, Oregon, Rhode Island, Texas, Utah, Vermont, Washington, or Wisconsin; unless the driver’s license is compliant with Federal Real ID requirements.
- Form I-551 (Alien Registration Receipt, Resident Alien, or Permanent Resident Card; aka Green Card)
- Form I-766 (Employment Authorization Document)
- Form I-94 (Arrival/Departure Record)
- Form I-688B (Employment Authorization Card)
- Unexpired temporary I-551 stamp in foreign passport or on Form I-94
- Order from an immigration judge showing deportation withheld
- Order of an immigration judge granting asylum
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service

**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 and that the document(s) submitted demonstrating lawful presence are true.

\_\_\_\_\_  
APPLICANT’S SIGNATURE

\_\_\_\_\_  
TODAY’S DATE



# Arizona Department of Agriculture

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(602) 542-3578 FAX (602) 542-0466

As of January 1, 2022

New Applicator Applicant:

Be advised, your respective new Applicator Certification (CA or QA) Application with the Pest Management Division is currently substantively incomplete.

Pursuant to Arizona Revised Statute (A.R.S.) 3-3614 (C) – An individual who applies for certification as a new applicator or a new qualified applicator shall submit to the division a full set of fingerprints and fees as required by section 41-1750. The director shall submit the fingerprints and fees to the Department of Public Safety for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The Department of Public Safety may exchange this fingerprint data with Federal Bureau of Investigations.

To complete your application, please complete and submit the following:

- Full set of fingerprints on the fingerprint card provided by the Pest Management Division
- A cashier's check or money order in the amount of \$22.00 made payable to the Arizona Department of Public Safety (AZDPS). Personal checks cannot be accepted.
- FBI Notification of Applicant Privacy Rights; and
- Fingerprint Verification Form – must be completed by the Fingerprint Technician and sealed according to the instructions on the form.

We have enclosed the Fingerprint Card, Guidelines for Required FBI Notifications of Applicant Privacy Rights, Non-criminal Justice Applicant's Privacy Rights, FBI Notification of Applicant Privacy Rights Form, and Fingerprint Verification Form. Your application cannot be processed any further until these documents are received. **Please read the documents carefully so as not to delay the processing any further due to resubmissions.**

The required documents may be submitted via mail or hand-delivery to the Arizona Department of Agriculture – Central Licensing located at 1688 West Adams Street in Phoenix Arizona 85007.

Upon receipt of your background investigation report, you will be notified whether your application has been approved or denied. If approved, you will receive an approval notification with instructions on how to proceed. If denied, you will receive a denial notification with instructions on how to proceed; including a notice of your rights to appeal.

If you have any questions or concerns, regarding the process, please feel free to contact us via email ([licensing@azda.gov](mailto:licensing@azda.gov)) or phone (602.542.3578).

We appreciate your time and patience.

Respectfully,

AZDA Central Licensing Team

Enclosures:

Fingerprint Card  
FBI Notification of Applicant Privacy Rights  
Fingerprint Verification Form



## Guidelines for Required FBI Notifications of Applicant Privacy Rights

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Agencies which submit fingerprints to receive FBI criminal history records are required to make certain notifications to applicants who are fingerprinted for noncriminal justice purposes. All applicants must be advised of this and in writing PRIOR to submitting the fingerprint card to the FBI (via DPS), not just those who dispute an employment and/or a license denial.

- The Noncriminal Justice Applicant's Privacy Rights (pursuant to the Privacy Act of 1974).
- Notification in writing that the applicant's fingerprints will be used to check the criminal history records of the FBI. The written notification to these applicants must be provided in a format where applicants can read and take a copy with them if they desire. Simply stating that an applicant is subject to a "national background check" is NOT sufficient.
- Notification that applicants are allowed a reasonable opportunity to challenge the accuracy of their criminal history record. If the applicant elects to review/challenge the criminal history record, the agency must provide the person a reasonable period of time to do so before final denial. Agencies should establish documented processes for what constitutes a reasonable period of time and any appeals processes available to the applicant. The sample language in the box below contains the required notifications and disclosures.
- Agencies must notify applicants how to obtain a copy of the FBI record and that the guidelines for these procedures are contained in Title 28 Code of Federal Regulations Sections 16.30 through 16.34.

**Your fingerprints will be used to check the criminal history records of the FBI.**

**If you have a criminal history record, the officials making a determination of your suitability for employment, 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 (specify how long this time is) to correct or complete the record (or decline to do so) before officials deny you employment, 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, 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](http://www.fbi.gov) under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.**

**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 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.azdps.gov](http://www.azdps.gov)).**



## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



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### **Federal Bureau of Investigations (FBI) Notification of Applicant Privacy Rights**

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the Arizona Department of Agriculture will provide you with the opportunity to complete or challenge the accuracy of the information in the record. You are allotted 30 days to correct or complete the record, or decline to do so; before we can deny your application for QA Certification based upon the information contained in the criminal history record.

The procedures for obtaining a change, correction, or updating 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 the review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under "Services" and then "Identity History Summary Checks" or by calling 304.625.5590.

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 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 AZDPS website ([www.azdps.gov](http://www.azdps.gov)).

Full Legal Name: \_\_\_\_\_  
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

***By signing below, I affirm that I have read and understand the information contained herein.***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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# Fingerprint Verification Form

Attention Fingerprint Technician:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure the applicant has filled out all of the required boxes on the fingerprint card prior to taking the fingerprints
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and the information on the fingerprint card.
3. Fill out the information in the boxes below. Please print clearly and legibly.
4. Once the prints have been taken, place the fingerprint card and this form in the envelope and seal it. Please sign your name across the edge of the seal. Return the sealed envelope to the applicant. Do not give the applicant the fingerprint card without first sealing it inside the envelope.

Please PRINT the following information:

<b>Date</b>	<b>Name of Applicant</b>
<b>Name and Signature of Fingerprint Technician</b>	
<b>Fingerprint Technician's Agency/ Company Name</b>	
<b>Type of Photo ID provided (check one);</b>	
<input type="checkbox"/> <b>Driver's License</b>	<input type="checkbox"/> <b>Other</b>
<input type="checkbox"/> <b>Passport</b>	