



## Fingerprint Services

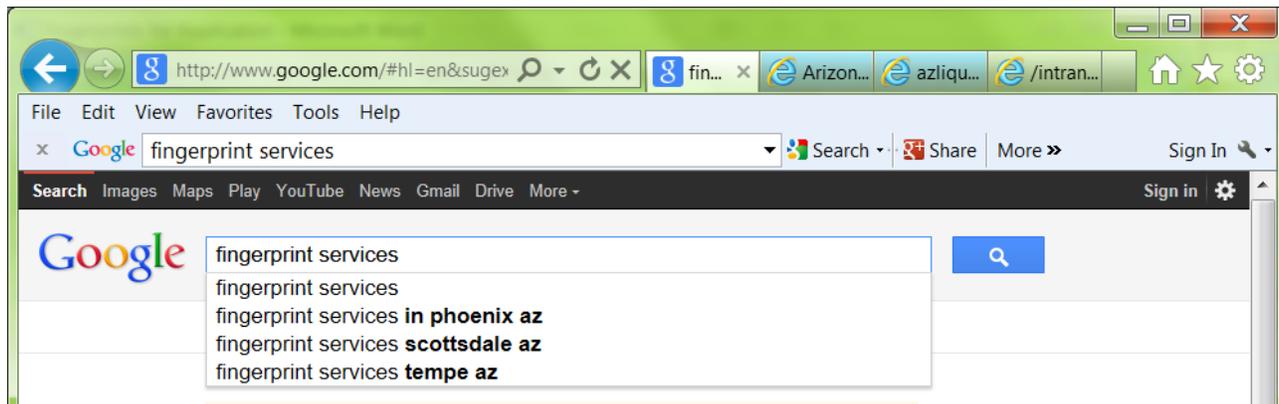
(updated November 26, 2012)

You have three options for completing fingerprint cards:

Name	Address	Fee
Department of Liquor	800 W. Washington, 5 <sup>th</sup> Fl, Phoenix 85006	\$35.00
Local Law Enforcement	various	\$22.00
Bona Fide Fingerprint Service	various	varies

When selecting a bona fide fingerprinting service, verify that they use FBI-approved fingerprint cards.

A useful Internet search is to type in "fingerprint services" and then your city as shown below.



Fingerprints are required with each liquor license application unless the applicant and all individuals mentioned below have fingerprints on file at the Department of Liquor Licenses and Control (DLLC) that are less than 2 years old. DLLC will conduct a background check on all "controlling persons" once every two years.

Controlling persons include:

### **Individual Partnership**

One (1) Fingerprint Card each for partner(s) and agent(s)

### **Corporation or Limited Liability Co.**

One (1) Fingerprint Card for each owner, agent, director, officer, and any person with ownership of 10 percent or more and/or having a controlling interest.

To better clarify persons who have controlling interest in a liquor licensed-establishment, statutes from Title 4 (Arizona liquor law) are included on page 2 of these instructions.

**A.R.S. §4-101. Definitions**

In this title, unless the context otherwise requires:

9. "Control" means the power to direct or cause the direction of the management and policies of an applicant, licensee or controlling person, whether through the ownership of voting securities or a partnership interest, by agreement or otherwise. Control is presumed to exist if a person has the direct or indirect ownership of or power to vote ten per cent or more of the outstanding voting securities of the applicant, licensee or controlling person or to control in any manner the election of one or more of the directors of the applicant, licensee or controlling person. In the case of a partnership, control is presumed to mean the general partner or a limited partner who holds ten per cent or more of the voting rights of the partnership. For the purposes of determining the percentage of voting securities owned, controlled or held by a person, there shall be aggregated with the voting securities attributed to the person the voting securities of any other person directly or indirectly controlling, controlled by or under common control with the other person, or by an officer, partner, employee or agent of the person or by a spouse, parent or child of the person. Control is also presumed to exist if a creditor of the applicant, licensee or controlling person holds a beneficial interest in ten per cent or more of the liabilities of the licensee or controlling person.

10. "Controlling person" means a person directly or indirectly possessing control of an applicant or licensee.

Each liquor license or application for a liquor license has a customer service representative (CSR) assigned to it. The CSR has access to all licensing documents and can answer questions specific to your license. The quickest way to locate the name, phone number and email address of the customer service representative assigned to your liquor license, visit the website (<http://www.azliquor.gov/>), on the left-hand navigation find the "renewals" tab. Hover over the tab and see the "contact your customer service rep". Within that page you'll find your customer service rep who has been assigned alphabetically to the owner of record on the license. Your representative will be happy to assist you.