

1. What is a “fingerprint card” that is required? (Since 2005, CA residents are required to submit Livescan fingerprints to the CA Department of Justice for statewide and FBI fingerprint-based background checks. While all CA winegrower licensees have completed fingerprint-based statewide and FBI criminal background checks, they are not likely familiar with what a “fingerprint card” is and specific type required.
[Fingerprint \(FD-258\)](#))
2. Where can I get a fingerprint card? [Any place that provides fingerprinting services](#)
3. Does it have to be on a special paper or can the form be printed out on regular paper?
[Fingerprints should be on a required Fingerprint card \(FD-258\)](#)
4. Which specific person or persons are required to submit a fingerprint card for individual partnership, corporation or LLC, partnership and sole proprietors? [Must be the Officer or Member of the applying entity](#)
5. If the same entity holds multiple licenses in AZ, are fingerprint cards required for each new license application? [No, we only require one set of fingerprints and they are good for 2 years](#)
6. (For example, many California wineries hold a 17W and 02 out-of-state producer license in AZ. If a California winery is already licensed as a 02 out-of-state producer and then applies for a 17W license, are fingerprint cards required for the 17W license?) [If the fingerprint card has been provided when the 02 was originally submitted and is current \(good for 2 years\), there is no need to provide it again when submitting the 17W application.](#)
7. If a California winery applies for a 02 out-of-state producer license and a 17W series license simultaneously are they required to submit the fingerprint cards with each application? [No, we only require one fingerprint card.](#)
8. Can fingerprint cards be uploaded and submitted as a PDF through the online E-licensing system? [No, they must be mailed to the department.](#)
9. If the fingerprint cards cannot be submitted through e-licensing, where do license applicants send the cards?
[Arizona Department of Liquor](#)
[800 W Washington St., 5th floor](#)
[Phoenix, AZ 85007](#)
10. Is there an expiration period by which the application has been filed but the fingerprint card has not been received that would result in rejecting the license application? [We give the application 5-7 business days to provide the fingerprint card before rejecting the application.](#)

11. Can more than one fingerprint card be mailed in the same envelope? [No, each individual's fingerprint card must be placed in the tamper-proof envelope along with the verification form completed by the person who took the fingerprint.](#)
12. Can fingerprint cards be submitted via UPS or FedEx? [Yes.](#)
13. Does the \$22 applicant fee have to attach payment for this fee with each FD258? Can he/she send a personal check? [Yes.](#)
14. Does the \$22 fingerprint fee have to be submitted separately from the license fee or can both be paid in a single transaction? [They can both be paid on one check.](#)
15. Can FD258 cards be folded and mailed in a standard envelope? [No, it cannot be folded or defaced in any manner.](#)
16. Is a coversheet required – how will the DLLC match up the cards to online license applications? [Make sure to include the following when mailing the fingerprint card -](#)
 - [Name of the person submitting the fingerprint card](#)
 - [Application Job #](#)
 - [dba](#)
 - [Legal Entity \(Owner\)](#)
17. Do applicants have to complete and submit the online application before they can send their fingerprint card(s) to the DLLC? [Yes](#)
18. What is the chain of custody for handling of the fingerprint cards once you receive them? [The fingerprint card will be reviewed by the licensing coordinator and any missing information will be communicated to the individual submitting the fingerprint card.](#)
19. What procedures will be undertaken for handling and protecting this sensitive data? [Once the fingerprint card is received and entered into the system the fingerprint card is placed in a secured lock box that only a designated employee will collect and complete the process for the submission to the Department of Public Safety.](#)
20. How long does it take to process a criminal record check after the fingerprint card is submitted? [The fingerprint background check can take from 6-8 weeks.](#)
21. Are Livescan prints transferred onto a FD258 acceptable or do the fingerprints have to be inked? [Digital on FD-258 and Inked on FD-258 both are acceptable](#)
22. California law requires any individual who rolls fingerprints manually or electronically for licensure, certification and/or employment purposes to be certified by the state Department of Justice (Penal Code section 11102.1). Do such locations meet Arizona's fingerprinting requirements? [As long as we are compliant with Public law 92-544 a state and federal fingerprint-based background check could be performed on the individuals certified to take fingerprints.](#)

23. Given this fingerprint card requirement, what will the processing time be for approving 17W and Series 2 licenses? [Once the background clearance is received there is no wait time, the application will be processed as soon as possible.](#)