



## Arizona Board of Osteopathic Examiners In Medicine and Surgery

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### Frequently Asked Questions Fingerprinting/Background Check

**1. Who is required to submit a fingerprint card?**

An applicant who is applying for an Initial license, a locum tenens registration, or a teaching license must submit a fingerprint card.

**2. Can I submit any fingerprint card to the Arizona Board of Osteopathic Examiners?**

No, the fingerprint card is specific and pre-printed for the Board; therefore, the applicant must use the fingerprint card provided by the Board.

**3. How can I acquire a fingerprint card from the Board?**

A fingerprint packet will be sent to the mailing address provided on your application within one (1) business day of receipt of your application to the Board.

**4. Once I receive a fingerprint card, where can I get my fingerprints done?**

Fingerprinting can be done at a local law enforcement agency, mobile fingerprinting service or a business that provides fingerprinting service. Please contact the agency that provides the fingerprint service to confirm availability and payment requirements.

**5. Can I submit a fingerprint card prior to submitting my application to the Board?**

No. Your fingerprint card will be rejected if you submit your fingerprint card before you submit your application.

**6. Is there an additional fee to process my fingerprint card?**

Not at this time.

**7. Will I be provided detailed instructions on how to submit my fingerprint card?**

Yes, the fingerprint packet includes specific instructions for you and the fingerprint technician to follow.

**8. If I have been fingerprinted in the past for the purpose of a background check or currently have a fingerprint clearance card, do I still need to submit a fingerprint card to the Board?**

Yes, you are required to submit a new fingerprint card to the Board for licensure.

**9. Once I have submitted my fingerprint card and identity verification form in a sealed envelope, how long will it take to process my fingerprints?**

It can take up to six (6) weeks for your fingerprint card to be processed from the date it is received by the Board.

**10. I have already submitted fingerprints to the Board; however, I have just received another fingerprint packet from the Board with a letter indicating that my fingerprints have to be re-done. Why do I have to submit another set of fingerprints?**

The Board sent you a second fingerprint packet when notified that your first set of fingerprints was rejected. The enclosed letter provides an explanation for the first set's rejection. The best way to ensure that your fingerprints do not have to be re-done is to make sure that you and the fingerprint technician follow the instructions provided in the packet.