



CHANDLER REAL ESTATE TRAINING CENTER

2301 S. Stearman Dr. Chandler, AZ 85286
office@chandlerretc.com (480) 320-9444

Fingerprinting & Criminal Clearance Application

- School Fee cost is \$20 and can be paid at Registration or it will be due at time of fingerprinting. This fee is nonrefundable.
- Application will be given to you at time of fingerprinting. Fill out the white fingerprint card and application in **BLACK INK ONLY**.
- Please mark the **FEE BOX OF \$67**.
- Please mark the box next to: **ARIZONA DEPARTMENT OF REAL ESTATE LICENSURE**
- After fingerprints are taken, please get a **CASHIER'S CHECK OR MONEY ORDER** in the amount of: **\$67** made out to: **DPS** to put in the envelope with the Application.
- Mail Application & Cashier's Check/Money Order to:
 - **Arizona Department of Public Safety**
P.O. Box 18390
Phoenix, AZ 85055

- If there are 2 or more specific prints on an individual's card that are not completely identifiable, we will retake the prints again on a separate card.
- If fingerprint card is not accepted due to: "Better Prints are Needed," or clarity issues, you will need to have them digitally done. Unfortunately, this does happen because some people print better than others. The Chandler Police Department does Digital Printing.
- Be prepared to wait a minimum of 4 Weeks for processing, plan accordingly. If there is something in your background, processing can take up to 3 Months.