



Arizona Department of Agriculture

Office of Pest Management

1688 W. Adams Street, Phoenix, Arizona 85007
(602) 255-3664 FAX (602) 542-0466
www.azda.gov

Qualifying Party License Application Requirements

Complete Application – including the Name, Arizona OPM Applicator License #, Physical Address, Mailing Address, Telephone Number, Email Address (if Applicable), Date of Birth, Social Security #, QP License # (Broadening Applications), Criminal Conviction question answered; Denied, Suspended, or Revoked question answered

Application Fee – \$175 for New Qualifying Party License Applicants or \$150.00 for Broadening Qualifying Party Licensees

Verification of Practical Experience – must total 3000 or more hours of practical experience in each category applied for within five (5) years immediately preceding this application or 2000 hours or more of practical Experience in each category applied for and 12 semester hours of education directly related to the category(s) applied for within five year immediately preceding this application. *If your experience was gained out of state, it is recommended that you obtain a license history document from the regulatory agency in the state where the experience was gained.*

Background Investigation conducted through fingerprints – required for all New License Applicants; and Qualifying Party Licensees that apply to Broaden and have not had an OPM Background Check within 12 months immediately preceding the application. Please submit a complete fingerprint card including the Last Name, First Name, Middle Name (if applicable), Date of Birth, Place of Birth, Citizenship, Sex, Race, Height, Weight, Eyes, Hair, Social Security Number, Signature of the Person Fingerprinted, Residence of the Person Fingerprinted, Date, Signature of the Official taking the Fingerprints. The OPM provides fingerprinting services at the Phoenix Office for a fee of \$10.00 per card; however an applicant may use an outside vendor.

Background Investigation Fee – must be in the form of a Cashier's Check or Money Order made payable to the Arizona Department of Public Safety or AZ DPS in the amount of \$22.00.

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.

Please be aware that the Background Check may take up to five (5) weeks from the date the card is received by the OPM from the applicant. Once the OPM has received your completed application, the OPM Application Review Committee will review your application and make a recommendation to the Director of the OPM. This process may take 2 to 4 weeks. The Director may or may not follow the recommendation of the Application Review Committee. The applicant will be notified of the Director's decision in writing. If the Director denies the application, the applicant can appeal that decision to the Office of Administrative Hearings.



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Qualifying Party License Application

Fee Schedule

(does not include background investigation fee)

Qualifying Party License: \$175.00

+ Fingerprinting by OPM Staff: \$10.00

Broaden Qualifying Party License: \$150.00

Inactivate Qualifying Party License: \$0.00

Applicant: (Please Print Clearly or Type)

Full Legal Name: _____ Applicator License#: _____
(REQUIRED - First Name, Middle Name, Last Name – NO INITIALS)

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Physical Address: _____ City: _____ State: _____ ZIP: _____

Telephone Number: _____ E-Mail: _____

Date of Birth: _____ Social Security #: _____

Qualifying Party License#: _____ (if applicable)

Employer: _____ OPM Business Lic. #: _____

Telephone #: _____

All Felony Convictions must be disclosed. Please review the OPM website to determine what the OPM considers a "Misdemeanor involving Moral Character". If you have any doubt whether your type of conviction must be disclosed, disclose it for the Acting Director to consider. Failure to disclose all relevant convictions may result in denial of licensing.

Has this applicant **EVER** been convicted of a misdemeanor involving moral character or **ANY** felony? Yes No
(A conviction that is undesignated or has been set aside, vacated, or expunged **must** be disclosed. Please request and supply the information required on the Applicant with Criminal Conviction Supplement.) The OPM may require submission of a full set of fingerprints. Failure to disclose all relevant convictions may result in denial of licensing.

If yes, have all relevant convictions been reviewed by the Acting Director or former Commission? Yes No

When did the Acting Director or former Commission review this/these matter(s) (list all dates)? _____

Has this Applicant ever had any license or permit to practice pest control denied, revoked, or suspended?

Yes No

For Qualifying Party Licensing -- Please designate appropriate categories:

<input type="checkbox"/> B-1 General & Public Health Pest Management	<input type="checkbox"/> B-4 Fumigation	<input type="checkbox"/> B-7 Fungi Inspection
<input type="checkbox"/> B-2 Management of Wood-Destroying Insects	<input type="checkbox"/> B-5 Turf & Ornamental Horticulture	<input type="checkbox"/> B-8 Wood Destroying Insect Inspection
<input type="checkbox"/> B-3 Right of Way & Weed Management	<input type="checkbox"/> B-6 Antimicrobial Pest Management	<input type="checkbox"/> B-9 Aquatic Pest Management

Note: Incomplete, illegible and/or inaccurate applications cannot be deemed complete. Examination fees are to be paid directly to the testing vendor and are not a part of this application. Applicants for a Qualifying Party License must submit verification of practical experience. Applicable fees must accompany this application. **Qualifying Party Licenses expire on December 31 except that a new Qualifying Party License that is issued in December is valid until December of the following year. The Arizona Statement of Lawful Presence to Receive Public Benefits and Evidence is also 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.

Applicant Signature: _____ Date: _____



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VERIFICATION OF PRACTICAL EXPERIENCE *

PAGE 1 OF 2

Please verify practical experience as referenced in A.R.S. § 32-2314(C)(2) and A.A.C. R4-29-204 (C).

Applicant: _____ **Title of Applicant:** _____

The above individual has applied to the Office of Pest Management for a license. If you have any question or concerns with regards to this document please contact the Office of Pest Management.

Employer: _____ **OPM Bus. License #:** _____ (if applicable)

Dates of Employment: From: _____ **to:** _____

Be very detailed and specific in defining job duties in each category. Merely being licensed does not constitute practical experience. Experience hours for unrelated categories cannot coincide with the exception of personnel supervision. Only list total hours worked in each category within five (5) years immediately preceding this application. Excessive hours within (5) year period must be explained.

Use additional sheets if necessary

Hours within preceding (5) years

B1 General Pest & Public Health Management: _____

B2 Management of Wood Destroying Insects: _____

B3 Right-of-Way & Weed Management: _____

B4 Fumigation: _____

VERIFICATION OF PRACTICAL EXPERIENCE *

Please verify practical experience as referenced in A.R.S. § 32-2314(C)(2) and A.A.C. R4-29-204 (C).

Use additional sheets if necessary

Hours within preceding (5) years

B5 Turf & Ornamental Horticulture Pest Management: _____

B6 Antimicrobial Pest Management: (UNAVAILABLE)

B7 Fungi Inspection: _____

B8 Wood-Destroying Insect Inspection: _____

B9 Aquatic Pest Management: _____

Failure to provide accurate information is considered "Misrepresenting a material fact in obtaining a license and may be grounds for disciplinary action pursuant to A.R.S. § 32-2321 (B)(3)

Print NAME of Verifying Authority: _____

Print TITLE of Verifying Authority: _____

Telephone # of Verifying Authority: _____

By signing this document, I affirm that all information provided herein is true and correct.

Signature of Verifying Authority: _____ Date: _____

State of _____)

)

County of _____)

Subscribed and sworn (or affirmed) before me this _____ day of _____, 20_____

(seal)

Signature of Notary Public

BACKGROUND INVESTIGATION INFORMATION

Effective December 1, 2008, Background Investigations are required for all **new** Applicator and Qualifying Party License Applicants and all Licensees that apply to **broaden** their existing license, **unless** the OPM has conducted a background check, through fingerprints, within 12 months immediately preceding the application. In addition to a complete set of fingerprints, applicants **must also submit a Cashier's Check or Money order payable to the Arizona Department of Public Safety in the amount of \$22.00 for processing the fingerprint card pursuant to Arizona Administrative Code R4-29-203 & R4-29-204.**

Arizona Revised Statute § 32-2304 (D)(2) – The Acting Director may require a person who seeks a license pursuant to this chapter to submit to the OPM a full set of fingerprints and the fees required by section 41-1750. The Acting 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 the federal bureau of investigation.

The OPM provides fingerprinting services in the Phoenix Office for \$10.00 per card, however you are not required to have your fingerprints taken by OPM Staff. If you have your fingerprints taken by a Law Enforcement Agency, Private Business, or Individual other than the OPM; please be aware that the Arizona Department of Agriculture – Office of Pest Management does not regulate fingerprinting services and cannot attest to the quality of services provided by other fingerprinting service providers. **We strongly suggest** that you inquire about the cost, business hours, restrictions, and information/ documents you may be required to bring with you.

Fingerprint Cards: Only use the blue-outlined, matte finish fingerprint card (form FD-258). All spaces must be completed in **BLACK INK ONLY**. Be sure the information is within the allotted space and not over the line. You must clearly print all information on the card except for the signature. **Do not** place any information in the boxes labeled **Employer & Address** and **Reason Fingerprinted**. Fingerprints which are smeared, too dark, too light, or are generally illegible and which cannot be read or processed by the FBI will be rejected and returned, and you will be required to submit another set of fingerprints. **Do not bend or fold the fingerprint card in any way. If the card has been folded or bent, it may be rejected.** Also, do not use a highlighter pen anywhere on the card, as the FBI will reject all cards that contain highlighter markings. Refer to the reverse side of the fingerprint card, which outlines FBI standards of readable prints.

**ARIZONA DEPARTMENT OF AGRICULTURE
OFFICE OF PEST MANAGEMENT
STATEMENT OF LAWFUL PRESENCE
TO RECEIVE PUBLIC BENEFITS**

LICENSES

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. §§ 1611 & 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive public benefits. A professional or commercial license is generally considered a public benefit under the Act.

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 covered by these laws must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III. Submit this completed form with your application for license or renewal.

Individuals seeking a license required to operate a business or to provide a service to any other individual or business must also submit a copy (front and back, if any) of one or more documents from the attached list that evidence 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 Office has evidence you have previously submitted non-expiring documentation of lawful presence, you do not have to do so again.

SECTION I — APPLICANT INFORMATION

APPLICANT'S LEGAL NAME (Print or type) _____ DATE _____

TYPE OF APPLICATION (check one): _____ INITIAL (NEW) APPLICATION or _____ RENEWAL

TYPE OF LICENSE (select one only): - APPLICATOR - QUALIFYING PARTY

- TEMPORARY QUALIFYING PARTY

LICENSE NUMBER (if applicable) _____

SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? (check one) ___ Yes ___ No

If the answer is "Yes," where were you born? List city, state (or equivalent), and country.

City _____ State (or equivalent) _____ Country or Territory _____

If you are a citizen or national of the United States, go to Section IV. If you are not a citizen or national of the United States, please complete Sections III and IV.

SECTION III — ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box.

“Qualified Alien” Status (8 U.S.C. §§ 1621(a)(1), 1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) or 241(b)(3) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child’s parent is a “battered alien” or an alien subjected to extreme cruelty in the United States.

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. *See* 8 U.S.C. § 1101(a)(15).

Alien Paroled into the United States For Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

Other Persons (8 U.S.C. § 1621(c)(2)(A) & (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States.
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*]
- 13. A foreign national not physically present in the United States. (Applicable to professional licenses only.)

Otherwise Lawfully Present (A.R.S. § 1-502)

- 14. A person not described in categories 1–13 who is otherwise lawfully present in the United States. **PLEASE NOTE: Federal law may make persons who fall into this category ineligible for public benefits.** *See* 8 U.S.C. § 1621(a).

SECTION IV — 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.

Name of document provided: _____

APPLICANT’S SIGNATURE

TODAY’S DATE

Attachment: List of Evidence of U.S. Citizenship, U.S National Status, or Alien Status

EVIDENCE OF U.S. CITIZENSHIP, U.S NATIONAL STATUS, OR ALIEN STATUS

- (1) An Arizona driver license issued after 1996 or an Arizona nonoperating identification license;
- (2) A birth certificate or delayed birth certificate issued in any State, Territory, or Possession of the United States, including 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);
- (3) A United States Certificate of Birth Abroad: Consular Report of Birth Abroad of a Citizen of the United States (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) (copies of which are available from the Department of State);
- (4) A United States passport;
- (5) A foreign passport with a United States visa;
- (6) * An I-94 Form with a photograph and appropriate stamp as described below;
- (7) A United States Citizenship and Immigration Services Employment Authorization Document (* Form I-766 annotated A3, A5, or A10; or * Form I-551: Permanent Resident Card or Alien Registration Receipt Card) or Refugee Travel Document (Form I-571);
- (8) A United States Certificate of Naturalization (N-550 or N-570);
- (9) A United States Certificate of Citizenship (N-560 or N-561);
- (10) A Tribal Certificate of Indian Blood; or
- (11) A Tribal or Bureau of Indian Affairs Affidavit of Birth.

An applicant for a license may alternatively submit the following:

- (12) 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.

Acceptable stamps and annotations:

a. “Qualified Aliens”

Alien Lawfully Admitted for Permanent Residence

- Unexpired Temporary I-551 stamp in foreign passport or on * Form I-94.

Asylee

- * Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA.
- * Form I-766 (Employment Authorization Document) annotated “A5.”

Refugee

- * Form I-94 annotated with stamp showing admission under § 207 of the INA.
- * Form I-766 (Employment Authorization Document) annotated “A3.”

Alien Paroled Into the U.S. for a Least One Year

- * Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- * Form I-766 (Employment Authorization Document) annotated “A10.”

Alien Granted Conditional Entry

- * Form I-94 with stamp showing admission under §203(a)(7) of the INA.
- * Form I-766 (Employment Authorization Document) annotated “A3.”

Cuban/Haitian Entrant

- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA.

b. Nonimmigrant

- * Form I-94 with stamp showing authorized admission as nonimmigrant.

c. Alien Paroled into U.S. for Less than One Year

- * Form I-94 with stamp showing admission for less than one year under section 212(d)(5) of the INA.

* Indicates a registration document.