



ARIZONA DEPARTMENT OF PUBLIC SAFETY

## RESIDENT MANAGER RENEWAL INSTRUCTIONS

**Physical Address**

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Public Services Center  
2222 West Encanto Boulevard  
Phoenix, Arizona 85009

**Mailing Address**

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SGPI Licensing Unit  
P.O. Box 6328, MD 3140  
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### **IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW**

If the Qualifying Party (QP) lives outside the State of Arizona, the QP shall designate a RESIDENT MANAGER who is a manager of the agency, who maintains full-time legal residency in this state, and who meets the requirements of Arizona Revised Statutes (ARS) §32-2612 and §32-2616.

The Resident Manager must complete the same application as the QP and successfully pass the criminal history background check\*\*\*\*.

The following steps are necessary to renew your Resident Manager's registration:

1. The Resident Manager submits *DPS Form 802-03903, Security Guard Resident Manager Application* at the same time as the agency renewal; Check the box marked "Renewal of RM application" at the top of the application.
2. The Resident Manager submits a classifiable set of fingerprints\*\*\*\*.
3. All required fees are submitted: \$50.00\* application, \$22,00\* fingerprint processing fee, for a total of \$72.00\*\*\*.
4. The Resident Manager must submit one color passport sized photograph or a color facial photograph that is 2" x 2" or smaller.

The Resident Manager registration will be issued after the successful completion of the above steps, including the criminal history background check. An identification card will be issued to the resident manager.

\*ALL FEES ARE NON-REFUNDABLE

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>. Then see Title 32, Chapter 26.

\*\*\* *If your application is post marked after the expiration date of your agency license, you must include a \$10.00 delinquency fee in your payment.*

\*\*\*\* The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34

Please use the Mailing Address for all correspondence. If you have any questions, please call (602) 223-2361 or visit [www.azdps.gov](http://www.azdps.gov).