

B AFIP Requirements - Frequency of Fingerprint Imaging

REVISION 18
(10/01/11 - 12/31/11)

Review the Arizona Fingerprint Imaging Program (AFIP) history for each mandatory AFIP participant on HOSC. When the AFIP date on HOSC is empty or has a date before 03/01/10 review [OnBase\(g\)](#) for a more current AFIP enrollment receipt.

Mandatory AFIP participants, unless the participant meets an [exemption](#), must be fingerprint imaged when any of the following occur:

- When the mandatory participant has never provided a finger image, a finger image is required when ANY of the following occurs:
 - A new application for CA or NA is received
 - A CA or NA renewal application is received
 - A request is received to add the mandatory participant to an active CA or NA case
- When a mandatory AFIP participant's finger imaging was provided before 03/01/10, a new finger image is required when ANY of the following occurs:
 - A new application for CA or NA is received after the case has been closed or denied
 - A CA or NA renewal application is received
 - A request is received to add the mandatory participant to an active CA or NA case
- When a mandatory AFIP participant's finger imaging was provided on or after 03/01/10, a new finger image is required when BOTH of the following occur:
 - A new application for CA or NA is received after the case has been closed or denied.
 - At least 36 months has passed since the finger image was provided.