

C AFIP Requirements - Adding Mandatory AFIP Participants

When a request is received to add a mandatory AFIP participant to the case, complete the following:

- Determine whether imaging is needed. Review HOSC for the last date of fingerprint imaging for participants known to AZTECS. (See [Imaging Frequency](#))
- Send the [C011 notice](#) to the PI. Request that the participant to be added come to the local office and be fingerprint imaged within ten days of the date the change was reported.
- When a mandatory participant complies with the request, add the participant after compliance with [AFIP requirements](#). (See [Adding a Participant](#))
- When a mandatory participant fails or refuses to comply with the request, follow the procedures outlined in [AFIP Noncompliance](#).