



# Noncriminal Justice Agency Training Reservation Form

The Department of Public Safety Access Integrity Unit (AIU) offers training classes to assist noncriminal justice agencies which submit applicant fingerprint cards in maintaining compliance with state and federal law as it pertains to accessing criminal justice and criminal history record information. Descriptions of the basic classes can be found in the DPS Classes & Assistance section of the Arizona Noncriminal Justice Agency Guide. Classes are free of charge.

To make reservations for training, the Agency Security Contact (ASC) should fill out form, and indicate the class and training date requested, and return it to AIU. Confirmation will be emailed to the ASC.

<b>Training Reservation Form</b>			
<b>Agency Name</b>	<b>Agency OCA</b> XX _____	<b>Today's Date</b>	
<b>Agency Security Contact Name</b>		<b>Agency Security Contact Phone</b>	
<b>Agency Security Contact Email</b>			
<b>Please list all attendees by name and their email addresses. We will email important check-in information and directions.</b>			
<u>Where do you want to attend class?</u>	<u>Class Name</u>	<u>Training Date</u>	<u># of Attendees</u>
_____	<b>Phoenix Classroom at DPS - Initial Access &amp; NCJ Compliance Training (Required for new agencies)</b>	_____	_____
_____	<b>Online - Initial Access &amp; NCJ Compliance Training (Required for new agencies)</b>	_____	_____

Send completed form to: Arizona Department of Public Safety  
Access Integrity Unit  
ATTN: Noncriminal Justice Compliance  
P.O. Box 6638 | MD 3160  
Phoenix, AZ 85005-6638

OR

Fax: (602) 223-2926  
ATTN: AIU Noncriminal Justice Compliance

Email: [NCJA@azdps.gov](mailto:NCJA@azdps.gov)  
Subject line: Training Reservation