MANDATORY FINGERPRINT COMPLIANCE WORKFLOW

Cite & Release / Summons
Subject charged with an offense requiring ten-print fingerprinting pursuant to ARS41-1750

Officer issues a Mandatory Fingerprint Compliance Form * Placing subject's right index fingerprint in box at bottom right corner of form

Court verifies if prints were taken for ARS 41-1750 offense

Officer gives defendant copy – Forwards two copies to fingerprinting agency to be filed until defendant appears for 10 printing and keeps remaining copy for agency report file

If no proof of prints Court issues a MFCF Or Court Order. Defendant must bring Order or MFCF to fingerprinting agency

Defendant appears For fingerprinting With required Paperwork**

*Mandatory Compliance Fingerprint Form (MFCF)
NCR paper with four copies – Arresting Agency, Fingerprint Agency (with print), Court, and Defendant

Printing agency checks ID Pulls file copy of MFCF Completes form as Required.

**Required paperwork:
1. Defendant's copy of MFCF
2. Original citation or court order
3. Government-issued ID

- ID is checked by fingerprint tech or Officer
- Defendant's right index finger is inked
- Fingerprints are compared

Fingerprint Tech/Officer Stamps or fills in boxes on MFCF

Fingerprinting agency enters demographics into records management or livescan and MPI

- Defendant fingerprinted (01) on Livescan or ink & roll
- Photograph taken on Mug Photo Image Capture System

Defendant's ID, original citation or court order and copy of stamped MFCF is returned to defendant for verification to court

Disposition Report is Generated With PCN

Fingerprints are processed Through AFIS, SID & FBI Numbers are created or updated Record is added to ACCH

Paperwork distributed:
Original MFCF – kept at printing agency
Court copy AND Dispo Rept are sent to court