Application Fee Waiver Form

INSTRUCTIONS

Application Fee Waiver Form: HB2372 provides a financial waiver of application fees for qualified applicants. Applicants must have income not exceeding 200% of the federal poverty guideline. If you believe that you qualify for the waiver, complete the application fee waiver form along with your initial license application and provide the required documents.

Waiver Requirements

1. The applicant must complete and submit:
   - The application fee waiver form signed by the applicant and spouse, if applicable.
   - Provide required financial document(s).

Special Instructions

- The applicant must complete all applicable fields on the application fee waiver form. Incomplete application fee waiver forms will be denied.
- The application fee waiver form and financial document(s) must be submitted together. Failure to submit all documents at the same time will result in the waiver being denied.
- If married and not legally separated, the application fee waiver form must be signed by the applicant and spouse. Application fee waiver forms not signed by both parties will be denied.
- All fees are non-refundable.

Financial Documents

To determine eligibility, the applicant seeking the waiver, must provide the financial document(s) consistent with your status, as listed below.

1. Has income and regularly files federal tax return
   - Married Filing Separate – must provide copies of applicant's and spouse's most recent federal tax return transcript (available at https://www.irs.gov/individuals/get-transcript)
   - Married Filing Separate and legally separated - must provide copies of applicant's most recent federal tax return transcript (available at https://www.irs.gov/individuals/get-transcript) and a copy of the court order.

2. Has income but does not regularly file federal tax return
   - Married - must provide copies of applicant's and spouse's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
   - Married but not legally separated - must provide copies of applicant's and spouse's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
   - Married and legally separated - must provide copies of applicant's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript) and a copy of the court order.

3. Has no income and does not regularly file federal and/or state tax return(s)
   - Single – must provide application fee waiver form and copy of most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
   - Married - must provide application fee waiver form and copies of applicant's and spouse's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
   - Married but not legally separated - provide application fee waiver form and copies of applicant's and spouse's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
   - Married and legally separated - provide application fee waiver form, a copy of court order and copies of applicant's most recent wage and income transcript (available at https://www.irs.gov/individuals/get-transcript).
## Application Fee Waiver Form

### Applicant Information

**ALL FIELDS ARE REQUIRED**

**Date**

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**Legal Name (Last, first, middle initial)**

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**Social Security #**

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**Other Legal Name (Last, first, middle initial) (Maiden)**

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**Street Address**

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**City, State, ZIP Code**

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**Primary Phone Number | Other Phone Number**

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**Email Address**

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### Marital Status

- [ ] Single
- [ ] Married
- [ ] Separated
- [ ] Divorced
- [ ] Widowed

### Filing Status

- [ ] Single
- [ ] Married Filing Jointly
- [ ] Married Filing Separately
- [ ] Head of Household
- [ ] Qualified Widow with Dependents

### Document(s) Submitted With Waiver Form

- [ ] Applicant’s Federal Tax Return Transcript
- [ ] Spouse’s Federal Tax Return Transcript
- [ ] Applicant’s wage and income transcript
- [ ] Spouse’s wage and income transcript

### Total Annual Gross Income: __________________ Year of Total Annual Gross Income: ____________ Family Size: ___

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**Spouse Legal Name (Last, first, middle initial)**

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**Spouse Social Security #**

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**Street Address**

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**City, State, ZIP Code**

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**Primary Phone Number | Other Phone Number**

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**Email Address**

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### EMPLOYMENT HISTORY

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<th>Employer Name</th>
<th>Supervisor’s Name</th>
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<th>Working Title</th>
<th>Supervisor’s Telephone #</th>
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### VERIFICATION BY OATH OR AFFIRMATION OR DECLARATION

The undersigned declares under penalty of perjury under the laws of Arizona, that he/she:
- Is the person referred to in the foregoing application;
- That the statements are true in every respect to the best of his/her knowledge;
- That he/she has not suppressed any information that would affect this application;
- That he/she has read and understands that failure to disclose the requested information or disclosure of false information or disclosure of misleading information may constitute fraud and may result in denial of licensure/certification or disciplinary action, up to and including revocation, taken against an issued license or certificate;

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<th>Applicant’s Signature</th>
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For Administrative Use Only:

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