

Fingerprint Clearance Card

How to Apply or Renew a Fingerprint Clearance Card

FOLLOW THESE STEPS:

1. Click on this link to apply: <https://www.azdps.gov/services/public/fingerprint>
2. Under Apply For a Card, click on "Apply For a Fingerprint Clearance Card".
3. What Service? Click on "Continue" under Fingerprint Clearance Card.
4. Click on "Request a Replacement/Apply for a Card for Myself or Someone Else".
5. Login to your [Public Services Portal](#) account. If you don't have an account, click on "It's easy to create one". Then choose "Individual Personal Account" type to create.
6. Once your account is active, login to your [Public Services Portal](#) account and click on "Apply For a New Clearance Card"
7. Do you require an IVP Clearance Card? **YES. YOU MUST CLICK ON IVP.**
8. Check the box(es) to indicate why you are you applying. *(If you are a **VOLUNTEER**, select Public and/or Charter School Non-Certified Personnel ARS §15-512).*
9. Complete the Identify Verified Prints (IVP) Fingerprint Clearance Card Application.
For Employer Information: (Please enter the following)
Employer Name: Florence Unified School District #1
Address Line 1: 1000 S. Main Street
City: Florence
State: AZ
Zip Code: 85132
Phone: (520) 866-3500
10. Choose your Fingerprint Method then type your name to sign then click Continue.
11. Review your application then click Continue to My Order.
12. Review your non-refundable fees then click on "Submit & Pay by Credit Card". Your payment receipt will be sent to your email. The DPS application fee is \$67.00, except for Volunteers. The fee for volunteers is \$65.00.
13. Once you have paid your DPS application fee, **THE APPLICATION PROCESS IS NOT COMPLETE YET.** Watch for your email with additional instructions for your next steps; or login to your [Public Services Portal](#) account to view your message.
14. View your message in your [Public Services Portal](#), under "My Activity" tab, "Recent Notifications" or click on "Message Center" on the dashboard.
15. You **MUST** schedule an appointment to have your fingerprints collected via a digital image that will be transmitted electronically to DPS for you. An appointment is required. Walk-ins are NOT accepted.
16. Click on this link to Register or Sign In to your existing [FieldPrint](#) account in order to schedule your appointment.

What to Bring to your FieldPrint Appointment?

1. Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID.
2. Your appointment number.

While you Wait for your Appointment:

Please email your Registration Number found in your DPS Portal under Message Center. Your Registration Number should start with "IVPP".

1. For **paid employees**, email hr@fusedaz.org



FAQs

What is the fee to apply for a fingerprint clearance card and what forms of payment are accepted?

- The IVP Fingerprint Clearance Card Application fee is \$67.00, except for Volunteers. The fee for volunteers is \$65.00.
- You may pay using a credit/debit card. Fees are non-refundable. No payments are accepted at the fingerprint locations.

Do I need to schedule an appointment to have my fingerprints collected?

- Yes, an appointment is required. Walk-ins are not accepted.
- Click on this link to Register or Sign In to your existing [FieldPrint](#) account in order to schedule your appointment.

Is there a fee to have my fingerprints collected?

- Yes. Electronic Fingerprinting has a vendor fee. This fee is paid online when scheduling an appointment with [FieldPrint](#).

How long does it take to receive a clearance card?

- Your application will not be processed until DPS receives your fingerprints from [FieldPrint](#).
- Electronic Application: For applicants with no criminal history record, the average processing time is currently less than two days. For applicants requiring research, the processing time currently averages up to 30 business days to complete.
- Paper Application is not an option for our District.

How can I check the status of my application?

- You can login to your [Public Services Portal](#) account. Under "My Activity", scroll down to "My Fingerprint Clearance Card Application & Requests."

NEED ADDITIONAL HELP?

- For help with your fingerprinting appointment, email FieldPrint at customerservice@fieldprint.com
- All other requests, please visit the [Arizona Department of Public Safety](#) (DPS) website or call 602-223-2279 for assistance.