

Fingerprint Clearance Card Application Guidance

A helpful AZ DPS video guide can be found at <https://www.youtube.com/watch?v=FZenOHNYMbl>

Apply for an IVP card: <https://www.azdps.gov/services/public/fingerprint>

1. Click Apply for a Card tab (center of page)
2. Click Apply for a Fingerprint Card
3. Click Fingerprint Clearance Card
4. Click "Request a Replacement / Apply for a Card for Myself", then Continue
5. Create an Individual account, then log in
6. Click Apply for a New Clearance Card
7. Do you require an IVP Clearance Card? Select IVP
8. Have you ever had an IVP clearance card before? No (most likely)
9. Read Privacy Act Statement, Continue
10. **Reason for applying: State Board of Education (Teacher or Other Certification) ARS 15-534**
 - a. This is important to get the correct type of card for your program and eventual certification with the same card.
 - b. Are there other reasons you are applying? No
 - c. Continue
11. Complete your personal information
 - a. **It is very important to include your Social Security Number** if you have one – this will allow the Arizona Department of Education to connect your certification application to your fingerprint card down the road.
 - b. You do not have to complete Employment Information – can leave blank.
 - c. Continue
12. Fingerprinting Preference: Electronic is the recommended method of fingerprinting to expedite processing if you are in Arizona.
 - a. If you are physically present in Tucson, University Postal on Speedway Blvd. is an approved vendor near campus that offers electronic fingerprinting: <http://university-postal.com/>
 - b. If you are not in Arizona, select "not physically present" and you will be mailed a paper form on which to get your fingerprints at a local police station or fingerprinting agency
 - c. Check the acknowledgement box and type your name for Applicant Signature, Continue
13. Review all info, Continue to My Order
14. Submit & Pay by Credit Card – the current cost is \$67.
15. You will be emailed a receipt
16. Log back into the AZDPS portal <https://psp.azdps.gov/> (Click Login, upper right corner)
17. **Click Message Center on the left side of the page. Your 10-digit reference number should be there.**
 - a. If you are completing this application from out-of-state and cannot use an AZ DPS approved vendor, you will need to reply to the email and request to be mailed a paper IVP packet to complete the process.
18. If you are (or will be) in Arizona, log into <https://arizona.fieldprint.com>
 - a. Click Sign Up and complete your information to create an account
 - i. NOTE: Security Questions are case sensitive, so please record your answers in a safe location as you will need them if there are any issues with logging into your account
 - b. After verifying your account, log in
 - c. Scroll down to "Don't have a Fieldprint Code?" and select "Continue with this Reason" next to "Fingerprint Clearance Card"

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- d. Enter the 10-digit reference number from step 17 along with your Last Name and DOB
 - e. Complete the data and authorization information (note: you can skip Employer info)
 - f. Schedule appointment and complete payment - the current cost of this portion is \$8.95.
 - g. You should get a receipt that you then take to the vendor to get fingerprinted.
 - i. The closest location to University of Arizona Main campus is University Postal, 1718 E. Speedway Blvd.
19. You must go to the vendor to be fingerprinted in order to finish processing your fingerprint card application. After this, you should receive your physical card within a few weeks by mail.
20. The card you receive should look like this – please note the IVP number at the bottom as confirmation that it is the correct type of card:

EXAMPLE ONLY



STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

Name: Wilma Wildcat

03-01-1986	F	120	5 04	BLU	BLN
DOB	Sex	Weight	Height	Eyes	Hair

Issue Date: 01-10-2022

Expiration Date: 01-10-2028

Card Number: 2022R01234

IVP#: IVPP012345

If you cannot be in Arizona for the fingerprinting process, and/or do not have a debit or credit card to pay the online application, you can instead request a full paper application to be mailed to you by emailing COE-edadvise@email.arizona.edu.