

Fingerprint Clearance Card Application Guidance

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 account
6. Have you applied for a DPS fingerprint card in the past? No (most likely)
7. Click Apply for a New Clearance Card
8. Will you be working or volunteering in a public or charter school? Yes
9. Have you ever had an IVP card before? No
10. Read Privacy Act Statement, Continue
11. **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
12. 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, which will make your certification processing easier and timelier.
 - b. You do not have to complete Employer information (leave blank).
 - c. Continue
13. Fingerprinting Preference: Select whether you will be physically present in Arizona (preferred, as this means you can get electronically fingerprinted – which will expedite processing)
 - 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, you will be mailed a paper form on which to get your fingerprints at a local police station or fingerprinting agency; or you can request a full paper application to be mailed to you by emailing COE-edadvise@email.arizona.edu.
14. Review all info, Continue to my order
15. Submit and pay by credit card
16. You will be prompted to get your fingerprints taken at an approved vendor – **you must be fingerprinted in order to finish processing your fingerprint card application.**

Please note: this guidance is informal and intended for COE professional admission students who have not previously possessed an IVP fingerprint card. This information was accurate as of 2/25/2021. Additional questions about fingerprinting should be directed to AZ DPS, (602) 223-2279.