

## **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. 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, which will make your certification processing easier and more timely.
  - 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; or you can request a full paper application to be mailed to them by emailing [COE-edadvise@email.arizona.edu](mailto:COE-edadvise@email.arizona.edu).
  - c. Type your name for Applicant Signature, Continue
13. Review all info, Continue to My Order
14. Submit & Pay by Credit Card
15. 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**. Approved vendors can be found here: <https://www.aps.gemalto.com/az/index.htm>