

Fingerprint Clearance Card Application Guidance

For technical support, please contact AZDPS at (602) 223-2999 and select option 8

For other fingerprint card questions, please contact AZDPS at (602) 223-2279

Applying for an IVP card for the first time: <https://psp.azdps.gov/>

1. Click Fingerprint Card (button in middle of page)
2. Click Fingerprint Clearance Card tile (Continue)
3. Click Apply for a Card / Request a Replacement, Continue
4. Click Create an Individual account, go through all the setup and confirmation steps, then log in
5. Have you applied for a DPS fingerprint clearance card in the past? Most likely, you will select No
 - a. If you have, you will be prompted to input your old card information
6. What do you need to do? 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
9. Read Privacy Act Statement, Check the box at the bottom ("By signing..."), then click 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.
 - i. If you do not have an SSN then you can check the box "I choose not to provide or I don't have one"
 - b. You do not have to complete Employment Information – leave blank
 - c. Continue
12. Signature page – check the box and type your name as signature, Continue
13. Review all of the information, then Continue to My Order
14. Submit & Pay by Credit Card– the current cost is \$67 plus a \$1.34 credit card fee.
15. Enter payment information
16. You will be emailed a receipt
17. Log back into the AZDPS portal <https://psp.azdps.gov/> (Click Login, upper right corner)
- 18. 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.
19. 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"
 - d. **Enter the 10-digit reference number from step 18** along with your Last Name and DOB
 - e. Complete the data and authorization information (note: you can skip Employer info)

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- 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.
20. **You must go to the vendor to be fingerprinted to finish processing your fingerprint card application.** After this, you should receive your physical card within a few weeks by mail.
21. 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:

Legacy cards (2024 and prior):

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	B
DOB	Sex	Weight	Height	Eyes	H

Issue Date: 01-10-2022 **Expiration Date:** 01-10-2024

Card Number: 2022R01234
IVP#: IVPP012345

New cards (late 2024+):

EXAMPLE ONLY (IGNORE #S)

ARIZONA
Level One Fingerprint Clearance Card

JOHN Q PUBLIC

DOB:	SEX:	WGT:	HGT:	EYES:	HAIR:
03/12/1988	M	150	509	BRO	BRO

ISSUED: 07/15/2024
EXPIRES: 07/15/2029
CARD NUMBER: 123450023
IVP NUMBER: IVPP012345

ISSUED BY ARIZONA DEPARTMENT OF PUBLIC SAFETY

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@arizona.edu.