

Fingerprint Clearance Cards

Below is the link to the Arizona DPS website, where you will apply for a **“Level One, IVP”** fingerprint clearance card. You will need to have a credit card ready for payment.

Copy this url into your browser: <https://www.azdps.gov>

Follow these steps to apply for your **Level One, IVP** fingerprint clearance card:

- 1) Under Popular Public Service Links, select “Fingerprints”;
- 2) Select “Fingerprint Card Public Services Portal;”
- 3) Select “Fingerprint Clearance Card”; then select “Apply for a Card / Request a Replacement”;



What action do you need to take?



- 4) You will be prompted to create a DPS account to apply & pay for a card;
- 5) If you will be a **classified/hourly paid employee** with CFSD, select “Public and/or Charter School” “Non-Certified Personnel” as the reason for your application; **OR**
- 6) If you will be a **teacher** with CFSD, select the first option, “State Board of Education (Teacher or Other Certification)” as your reason for applying for a card;
- 7) Be sure you have selected a **LEVEL ONE, IVP** card.
- 8) Prints must be **rolled digitally**. This is a faster process than paper card/ink rolling;
- 9) Continue to follow the prompts to enter your payment information;
- 10) After entering a payment, you will receive an **Application Reference Number**.

Check your DPS account ‘**message center**’ for directions to schedule an appointment with a **FIELDPRINT** <https://fieldprintarizona.com/individuals> location.

DO NOT GO ANYWHERE OTHER THAN FIELDPRINT

- 11) Please forward your **IVPP** Number to CFSD’s HR Office (Alex 520-209-7530 or Ann Marie 520-209-7531) and we will monitor your card progress on-line. Most digital cards are processed and valid within a couple of business days.
A plastic wallet-sized fingerprint clearance card will be mailed to the address in your application.

Please send us a copy of the front & back of your card for your CFSD file.

Cards are valid for six years and may be renewed online!