

## Fingerprint Clearance Cards

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

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

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

- 1) Click on the fingerprint icon on the left side of the screen;
- 2) Click “Fingerprint Clearance Card Applications;”
- 3) Select Apply for a New Clearance Card;

Fingerprint Clearance Card Applications, Requests, and Status Checks →

### What do you need to do?



Apply For A New Clearance Card



Replace An Existing Clearance Card

- 4) You will be prompted to create an DPS account to apply 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) Select the **digital rolling** option. This is a faster process than paper card/ink rolling.
- 8) Continue to follow the prompts and enter a credit card number for payment;
- 9) After your payment is entered, you will receive an **Application Reference Number**. Check your DPS account ‘**message center**’ for additional information about where to go to have your fingerprints rolled;
- 10) **Please forward your IVPP Application Number to CFSD’s HR Office (Elsa or Ann Marie)**, and we will monitor your card progress on-line. Most digital cards are processed and valid within a couple of business days.

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

A wallet-sized plastic fingerprint clearance card will be mailed to you at the address in your application.

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