



## Arizona IVP Fingerprint Card Online Application Instructions

To obtain an Arizona IVP Fingerprint Card please visit the link below and use this walkthrough as a guide to assist you.

<https://www.azdps.gov/services/public/fingerprint>

# PUBLIC SERVICES PORTAL



SECURITY GUARD  
OR PI COMPLAINTS

• FINGERPRINT CLEARANCE • LICENSING • RECORDS •

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## FINGERPRINT CLEARANCE CARD

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[Apply for a Fingerprint Clearance Card](#) 

Applicants can now utilize the Public Service Portal (PSP) to **apply for a Fingerprint Clearance Card (FCC)**. Users will be prompted to **create a secure account** on the PSP, allowing them to receive timely communications and to check the status of the application.

The new secure PSP will allow applicants the ability to fill out and submit an FCC application online and pay the associated fees

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## WHAT SERVICE MAY WE PROVIDE?

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ACCOUNTS



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## What action do you need to take?



Apply for a Card / Request a Replacement



Check the Status of the Card



Connect with My Employer's Account

Cancel

Continue

## Login

[Continue as Guest to print a PDF form](#)

Login to access your AZDPS account.

\*Indicates required field.

Email Address\*

Password\*



[Forgot Password?](#)

Login

Don't have an account? [It's easy to create one.](#)



Account Type



Profile Information



Address



Security Questions



Create Account

Please select the type of account you would like to create. Read the description carefully before selecting and continuing. The **INDIVIDUAL PERSONAL ACCOUNT** is the most common type of account.

- INDIVIDUAL PERSONAL ACCOUNT** - Select this option if you are applying for a Fingerprint Clearance Card, a Security Guard License, a Private Investigator's License or are requesting Records for yourself.

The following account types are restricted accounts. They are designed for use by businesses, state regulatory agencies, government agencies, media or law enforcement.

Please select the appropriate service to see additional account options.

- + Fingerprint Clearance Card
- + Security Guard / Private Investigator Licensing
- + Public Records or Department Records

Cancel

Continue



Account Type



Profile Information



Address



Security Questions



Create Account

## Creating Your Account

\*Indicates required field.

Legal First Name \*

Confirm Legal First Name \*

Middle Initial

Continue filling in your personal information and create a password to create your account. Check your email for the verification link.

**What do you need to do?**



**Apply For A New Clearance Card**



**Non-IVP Renewal**



**IVP Renewal**

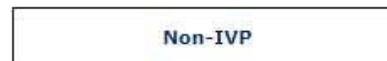
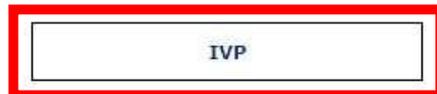


**Replace An Existing Clearance Card**

**Select the appropriate response.**

## Do you require an IVP Clearance Card?

- State Board of Education (Teacher or Other Certification) ARS § 15-534
- Tutor or Teacher Preparation Programs ARS § 15-534
- Charter School Instructor ARS § 15-183
- School Bus Driver ARS § 28-3228
- Public and/or Charter School Non-Certified Personnel ARS § 15-512
- Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.



**Have you ever had an IVP Clearance Card before?**



Yes



No

Select the appropriate response.

## Reason(s) for Applying



Check all the box(es) to indicate why you are applying\*

1

State Board of Education (Teacher or Other Certification) ARS § 15-534

Tutor or Teacher Preparation Programs ARS § 15-534

Charter School Instructor ARS § 15-183

2

School Bus Driver ARS § 28-3228

3

Public and/or Charter School Non-Certified Personnel ARS § 15-512

Public and/or Charter School Contractor, Subcontractor or Vendor and the

Select the appropriate box for the position you will be working:

1. Teacher or Other Certified;
2. School Bus Driver; or
3. Non-Certified Personnel.

Continue filling out the page.

Are you an employee or volunteer? \*

Employee

Volunteer

Are there other reasons you are applying? \*

Yes

No

## Employment Information

Name of Employer and/or Agency

PEORIA UNIFIED SCHOOL DISTRICT

Employer's Phone Number

(623)486-6000

Employer and/or Agency Mailing Address ⓘ

6330 W THUNDERBIRD RD

City

GLENDALE

State

Arizona

Zip Code

85306

Enter the name of our District and all remaining information as it appears here. A pop-up may ask you to select the address the Post Office found, that is ok.

## Signature



### Fingerprinting Preference

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

#### Fingerprint Method\*

- The applicant is or will be physically present in Arizona for fingerprinting
- The applicant is not physically present in Arizona for fingerprinting

Select the appropriate response.

### Applicant Signature

I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.\*

Signature \*

Type your full legal name as your signature.

## My Order

Once your request is completed you will receive an invoice with the fees for any pending items.

Per Arizona Revised Statutes all fees are nonrefundable.

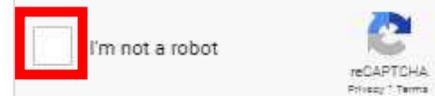
### Fingerprint Clearance Cards

Item ↓	Fee ↑	
Identity Verified Prints (IVP) Fingerprint Clearance Card Application	\$67.00	<a href="#">Save for Later</a> <a href="#">Delete</a>
Credit Card Fee	\$1.34	
<b>Total</b>	<b>\$68.34</b>	

Submit & Pay by Agency Code

Submit & Pay by Credit Card

Request Employer Pay



You are responsible for the cost of your Fingerprint Card.  
Review your order then click "Submit and Pay by Credit Card."

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Once you have made your payment, you will receive an email with a receipt. You will also need to log into your DPS account to check your messages. Your DPS messages will provide you a reference number, as well as detailed instructions on the next step which is obtaining your fingerprints. You **MUST** get your fingerprints completed in order for your application to be processed.