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
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.
WHAT SERVICE MAY WE PROVIDE?

- Security Guard or PI License
- Fingerprint Clearance Card
- Employer or Sponsor Accounts
- Request a Report or Records
- Security Guard or PI Complaints
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

[Options: Cancel, Continue]
Login

Login to access your AZDPS account.

Email Address*

Password*

Don't have an account? It's easy to create one.

Continue as Guest to print a PDF form
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

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

[Images of two school buildings, one marked IVP, the other marked Non-IVP]
Have you ever had an IVP Clearance Card before?

Yes

No

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

1. Teacher or Other Certified;
2. School Bus Driver; or

Continue filling out the page.
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.

<table>
<thead>
<tr>
<th>Employment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employer and/or Agency</td>
</tr>
<tr>
<td>Employer's Phone Number</td>
</tr>
<tr>
<td>Employer and/or Agency Mailing Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>
Select the appropriate response.

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

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