

Fingerprint Clearance Card Information

Field internship placements require a “Level 1” fingerprint clearance card. Field students should apply for this **Level 1 Card** as soon as possible since it may take 6-8 weeks for processing.

Fingerprint Clearance Card Packet – Four ways to obtain a packet:

1. Call to request packet to be mailed to you: Arizona Department of Public Safety (AZ DPS), Tel: (602) 223-2279.
2. Fax your request to: Arizona Department of Public Safety (AZ DPS), Fax: (602) 223-2947.
3. Pick up packet at: Arizona Department of Public Safety, Fingerprint Clearance Card Unit, 2320 N. 20th Avenue, Phoenix, AZ 85009; Tel: (602) 223-2279; Parking: (Parking area access is only from West Lewis Ave., which is 1 block north of Encanto Blvd. and is accessible from either 19th Avenue or 21st Avenue
4. Apply Online: https://arizona.fieldprint.com/User/Signup_Process (ONLY FOR IN-STATE APPLICANTS)

Fingerprint Clearance Card Application Form:

1. For Students (excludes students who plan to intern in a school), go to: “**Sponsors (Regular Application – Paid Employee).**”
 - a. **Choose the following category:** (Please note: The categories are not in alphabetical order.)
 - **Health Science Student & Clinical Assistant: ARS 15-1881.**
 - b. **Cost** (subject to change): **\$67 (Paid Employee)**
 2. For Students (includes only those students who plan to intern in a school), go to: “**Sponsors (Identity Verified Prints (IVP) – Volunteer or Student).**”
 - a. **Choose the following two categories:**
 - **DOE Certification (Teacher or Other): ARS 15-534**
 - **Public and/or Charter School Non-certified Personnel: ARS 15-512**
 - b. **Cost** (subject to change): **\$65 (Volunteers)**
 3. **Forms of Payment:** Cashier’s Check/Money Order/Business Check (Make payable to the “AZ Department of Public Safety”).
 4. **Length of time to receive card:** Online application takes about 2-3 weeks; otherwise, 4-6 weeks. Varies from week to week depending on number of applicants and if person has criminal record. Be sure to affix sufficient postage to the envelope and cite your return address in the upper left-hand corner of the envelope.
 5. **Status of Application:** Call (602) 223-2279 or go to <http://www.azdps.gov/services/fingerprint/> and scroll down to “How can I check the status of my application?”

Fingerprints:

1. Take blank Fingerprint Card (from the above packet, see Item 2) to *any* local law enforcement agency or private fingerprinting service to get fingerprinted along with a valid government photo I.D. and cost/payment (see above). Before you visit them, call to make sure they take applicant fingerprints and to find out office hours, cost, accepted form of payment, directions, parking.
2. For Arizona fingerprinting locations, go to <http://www.fingerprinting.com/arizona/>.
3. One of the local law enforcement agencies: Phoenix Police Department, Code Enforcement Unit - Public Records Office, 1717 E. Grant St., Suite 100 (on Grant St east of 16th Street), Phoenix, AZ 85034; (602) 534-1127
4. **Out-of-State Field Students:** Not allowed to apply online. The fingerprints must be rolled (digital or in ink) on a physical card. Submit out-of-state fingerprints if they are within one year of printing to AZ DPS.

Fingerprint Clearance Cards (Website: <http://www.azdps.gov/services/fingerprint/>):

1. Effective for six years.
2. Renewal process – Start six months before your current card expires.
3. Lost cards – Can be replaced by calling (602) 223-2279 or faxing your request to (602) 223-2947. A \$5 fee will be charged per replacement card.
4. Fingerprints will be used for both a state and federal background check.
5. Precluding offenses for a Level 1 fingerprint clearance card can be found on the website below. Scroll down to the bottom of the second page to “Where can I find out what would preclude me from obtaining a clearance card.”