

Fingerprint Clearance Card Information

Field internship placements require a fingerprint clearance card. Field students should apply for their fingerprint clearance card as soon as possible since it may take up to 6-8 weeks for processing.

Fingerprint Clearance Card Application Process: Two ways to apply


1. Submit an electronic application at <https://www.azdps.gov/services/public/fingerprint> (available to Arizona residents only)
2. Submit a paper application
 - You can pick up an application at the DPS Public Service Center at 2222 W. Encanto Blvd. Phoenix, AZ 85009. Hours are Mon-Fri from 8:00am to 5:00pm (closed on all state holidays).
 - Request an application be mailed to you by calling the Applicant Clearance Card Team at (602) 223-2279
 - Download an application from the website, however, it does not include a blank fingerprint card nor the return envelope (see fingerprinting process details, below)

Which Application to Complete:

1. For students NOT planning to intern in a school, complete the **regular non-IVP application**

You can also apply on-line at <https://www.azdps.gov/services/public/fingerprint>

THIS IS A NON-IVP APPLICATION



If you need to apply for a Fingerprint Clearance Card for any of the following reasons you must submit an IVP application, not this one:

- ADOE Certification (Teacher or other) - ARS § 15-534
- Charter School Instructor - ARS § 15-534
- Tutor or Teacher Prep Program - ARS § 15-183
- Public or Charter School Non-Certificated Personnel - ARS § 15-512
- Public or Charter School Contractor, Subcontractor or Vendor - ARS § 15-512
- School Bus Driver Certification - ARS § 28-3228

If this is the correct application, please continue

- a. To indicate the reason you are applying, check **ONLY** the following category:
 - **Health Science Student & Clinical Assistant - ARS 15-1881**

<input type="checkbox"/> Department of Juvenile Corrections-Licensee or Contract Provider - ARS § 41-2814(B)
<input type="checkbox"/> Health Science Student & Clinical Assistant - ARS § 15-1881 \$65
<input type="checkbox"/> Juvenile Probation-Supreme Court, County Attorney or other Contract

2. Students planning to intern in a school **must complete an IVP (Identity Verified Prints) application.** If applying online, the system queries will lead you to the correct application.

Will you be working or volunteering in a public or charter school?



 Yes



 No

- a. To indicate the reason you are applying for an IVP card, check the boxes for the following **TWO** categories:
 - **ADOE Certification (Teacher or Other): ARS 15-534**
 - **Public and/or Charter School Non-Certified Personnel: ARS 15-512**

Fingerprinting Process: Two ways to be fingerprinted

1. Paper fingerprint cards
 - A blank paper fingerprint card will be provided in the application packet. It also may be supplied by the fingerprint service vendor (call to verify first).
 - Take the blank paper fingerprint card to your local law enforcement agency or private fingerprinting service to be fingerprinted; you must bring a valid government photo ID and your payment with you

2. Electronic fingerprinting (only available to applicants physically present in Arizona)
Applicants completing their application online will be asked if they want fingerprints to be printed electronically or if they want to use paper fingerprint cards
 - If applicant selects electronic, they will be directed to the vendor website for electronic processing
 - If applicant selects printing via a paper fingerprint card, they will be sent a blank paper card in the mail

Where to get fingerprinted:

Contact your local law enforcement agency directly to learn if they offer fingerprinting services for the public, or contact a private fingerprinting service. A listing of fingerprinting locations in Arizona can be found at: <https://www.fingerprntzone.com/arizona/>

One Phoenix location offering fingerprint services is the Phoenix Police Department, Code Enforcement Unit at 1717 E. Grant St., Suite 100 Phoenix, AZ 85034; (602) 534-1127

NOTE: Out-of-state students may submit out-of-state fingerprints to AZ DPS if they are within one year of printing.

Cost & Forms of Payment:

DPS application processing fee is available on the [website](#). The fee may be paid via credit card if applying online; otherwise, pay with cashier's check, money order, or business check made payable to DPS.

There may be an additional fee for fingerprinting services at a law enforcement agency or fingerprinting vendor.

Length of time to receive card:

This varies and could be as little as 10 days and up to 6 weeks, dependent upon the number of applications received and whether the applicant has a criminal history. If you provide your email address on the application, you will receive notification via email regarding the status of your application. Otherwise, you may call (602) 223-2279 or go to the DPS website at <https://www.azdps.gov/services/public/fingerprint> to check the status.

Additional information:

- Fingerprint cards are valid for six years.
- Renewal process – DPS recommends starting six months before your current card expires.
- Lost cards – complete the Request for Replacement Form online, or call (602) 223-2279 to request a form be mailed to you, and then mailing or faxing your completed form to (602) 223-2947. A fee of \$5 is charged per replacement card.
- Fingerprints will be used for both a state and federal background check.
- A list of precluding offenses for a fingerprint clearance card can be found on the DPS [website](#), in the FAQs section.
- If you are denied a fingerprint clearance card or have an old offense, you MAY be eligible to pursue a **Good Cause Exception**, through the Arizona Board of Fingerprinting (a separate agency from DPS), depending on the offense(s) for which you were denied. Some of what you will need includes the following:
 - You must have a letter of denial or suspension from DPS (not another agency) in order to apply. Applications CANNOT be processed without this letter of denial.
 - Be able to provide two reference letters, one from a current/past employer, from persons who have known you at least 1 year.
 - Have the completed application notarized
 - The length of time for the process depends on a number of factors:
 - Once your application is received, an expedited review is conducted within 20 days.
 - If the Board determines you qualify, for a good cause exception, they will direct DPS to issue you a card.
 - If the review does not determine you qualify for good cause exception, you must appear at a hearing, which must take place in 45 days.

For more information please visit the website: <https://fingerprint.az.gov/application-process>.