

Notes on Applying for the Fingerprint Clearance Card

(Note: Arizona DPS may make changes to this website at any time.)

To apply for the fingerprint clearance card, use the following directions for the on-line application.

Go to the Arizona DPS website. Click on **Services Menu** and click on **Public Services** link. On the menu on the left, click on **Fingerprint Clearance Card** or use the link below. (Hold the Control key and click on this link)

<https://www.azdps.gov/services/public-services-portal/fingerprint-clearance-card>

1. On this webpage click on the link labeled **Fingerprint Card Services Portal**, just below the text labeled **Fingerprint Clearance Card** at the top of the page.
2. To continue with the application go to step 3. To read more about this process, there are **FAQ's**, program information and contact details on the links listed below the link for the portal. You will be applying for a Level One, IVP Card. The total on-line fee is approximately \$65 for volunteers plus the cost of fingerprinting if you choose electronic fingerprints (approximately \$8.25).
3. On this webpage, there are 10 links to choose from. Click on the link labeled **Fingerprint Clearance Card – Continue**
4. There are 3 action links on this page. Highlight the option on the left labeled **Apply for a Card/ Request a Replacement**
5. Click **Continue**
6. On this Login page, click **Continue as Guest** at the top of the page.
7. Click the link on the left **Apply For A New Clearance Card**
8. Click **IVP** to the question **Do you require an IVP Clearance Card?**
9. Click **No** to the question **Have you ever had an IVP Clearance Card before?**, if this is your first time applying for an IVP Clearance Card.
10. On this Login page, Click link **It's easy to create one** at the question **Don't have an account?**, at the bottom of the page.
11. Click on link labeled **Fingerprint Clearance Card – Continue**
12. On this page Click on **Individual**
13. You will be creating an account on this page. Fill in the information and create a password.
14. From this point forward, follow the prompts and provide the information requested. Payment will be required during this process. (\$65 for application and maybe a \$1-2 on-line filing fee)
15. If asked who is your employer, enter: **Yavapai County Education Service Agency, 2970 Centerpointe East Dr., Prescott, AZ, 86301**
16. If asked, you are applying for an IVP Application as a volunteer for Public and/or Charter School Non-certificated Personnel. Near the end of this registration process several things will occur:
 - You will be given the choice to obtain electronic fingerprints. We recommend that choice.
 - You will be given a Reference Number and application number.
 - When you log back into your account, there will be a message with directions on how to access the Electronic Fingerprinting Application Services vendor website for scheduling and payment. An appointment is required.
 - The electronic fingerprinting vendor is Fieldprint and has 7 sites in Yavapai County (See Below)

Fieldprint locations:

Yavapai County Sheriff's Office, 255 East Gurley Street, Prescott
PostNet, 3298 N Glassford Hill Rd, Unit 104, Prescott Valley

TU TH 01:00 PM - 04:00 PM
All appointments scheduled

When you go to get your electronic fingerprints bring two forms of ID, a primary and a secondary:

Acceptable primary IDs include:

- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

Acceptable secondary IDs include:

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American tribal document
- Permanent Resident Card (I-551)

At the time the digital fingerprints are taken, you show your 2 ID's, you pay no additional fees if you have already paid on-line and you don't take your fingerprints with you. They are electronically sent. Once that is done, you can log back into your account to track the status of your application. It will take 1 - 2 weeks to process your application and may take more than 2 weeks to receive your Fingerprint Clearance card in the mail, assuming that there are no unusual circumstances. Please notify Lion Doug George when you have received your card and please e-mail a picture of your Fingerprint Clearance card to Lion Doug George.

We have tried to make these instructions as accurate as we can through all the changes that have been made by AZ DPS. If you have any questions, you can contact Lion Doug George

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