

Notes on Renewing a Fingerprint Clearance Card

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

To renew 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 \$66.
 3. From the 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 right, **IVP Renewal**. (Note: If you have never received an IVP Clearance Card, or if the Clearance Card you possess does not have an IVP number on it, you are not eligible for the IVP Renewal process. You must re-apply with a new application.)
 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. From the 7 links to choose from, 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. Login
 15. Enter One-Time Passcode that will be texted or e-mailed to you (your choice)
 16. From the 11 links to choose from, Click on the link labeled **Fingerprint Clearance Card – Continue**
 17. There are 3 action links on this page. Highlight the option on the left labeled **Apply for a Card/ Request a Replacement**
 - 18 . Click **Continue**
- (Note: The next screen may be Step 19. or Step 22.)
19. Click **Yes** to the question **Have you applied for a DPS Fingerprint Clearance Card in the past?**
 20. Type in your Fingerprint **Clearance Card Number**
 21. Click **Continue**
 22. Click the link on the right **IVP Renewal**.
 23. Type in **IVP Number**
 24. Click **Continue**
 25. Click **Continue** to go to the next step; or Click **Go To Dashboard** to view status of your current card. (Not recommended until after the renewal is completed.)
 26. Read **Privacy Act Statement**. Click **Continue**
 27. Check boxes: **Volunteer** and **Public and/or Charter School Non-Certified Personnel ARS § 15-512**
 28. Click **No** to the question **Are there other reasons you are applying?**

29. Review application, fill in details requested: SS no., physical attributes, place of birth, employment information (Yavapai County Education Service Agency, 2970 Centerpointe East Dr., Prescott, AZ, 86301; phone (928)442-5146)
30. Click signature page
31. Type in full legal name as signature
32. Review application, Click **Continue My Order**
33. Click **Submit & Pay by Credit Card**
34. After payment you may need to log back in and go to message center for further instructions

We have tried to make these instructions as accurate as we can. If you have any questions, you can contact Lion Doug George

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