

## **Fingerprint Clearance Card Application Guidance**

Apply for an IVP card: <https://www.azdps.gov/services/public/fingerprint>

1. Click Apply for a Card tab (center of page)
2. Click Apply for a Fingerprint Card
3. Click Fingerprint Clearance Card
4. Click “Request a Replacement / Apply for a Card for Myself”, then Continue
5. Create an Individual account, then log in
6. Click Apply for a New Clearance Card
7. Do you require an IVP Clearance Card? Select IVP
8. Have you ever had an IVP clearance card before? No (most likely)
9. Read Privacy Act Statement, Continue
10. **Reason for applying: State Board of Education (Teacher or Other Certification) ARS 15-534**
  - a. This is important to get the correct type of card for your program and eventual certification with the same card.
  - b. Are there other reasons you are applying? No
  - c. Continue
11. Complete your personal information
  - a. **It is very important to include your Social Security Number** if you have one – this will allow the Arizona Department of Education to connect your certification application to your fingerprint card down the road.
  - b. You do not have to complete Employment Information – can leave blank.
  - c. Continue
12. Fingerprinting Preference: Electronic is the recommended method of fingerprinting to expedite processing if you are in Arizona.
  - a. If you are physically present in Tucson, University Postal on Speedway Blvd. is an approved vendor near campus that offers electronic fingerprinting: <http://university-postal.com/>
  - b. If you are not in Arizona, select “not physically present” and you will be mailed a paper form on which to get your fingerprints at a local police station or fingerprinting agency; or you can request a full paper application to be mailed to them by emailing [COE-edadvise@email.arizona.edu](mailto:COE-edadvise@email.arizona.edu).
  - c. Check the acknowledgement box and type your name for Applicant Signature, Continue
13. Review all info, Continue to My Order
14. Submit & Pay by Credit Card – the current cost is \$67.
15. You will be emailed a receipt
16. Log back into the AZDPS portal <https://psp.azdps.gov/> (Click Login, upper right corner)
17. Click Message Center on the left side of the page. Your 10-digit reference number should be there.
18. Log into <https://www.aps.gemalto.com/az/index.htm>
  - a. Click Register (left tile)
  - b. Click left box (Click here if: Applying for a Fingerprint Clearance Card)
  - c. Enter Reference Number, Last Name, Date of Birth, and Credit Card as Payment Type – Continue
  - d. You should be able to select the vendor where you will get your fingerprints electronically taken from there. Approved vendors can be found here: <https://www.aps.gemalto.com/az/index.htm>
  - e. The current cost of this portion is \$8.25.
  - f. You will get a barcode and number that you then take to the vendor to get fingerprinted.
19. **You must go to the vendor to be fingerprinted in order to finish processing your fingerprint card application.** After this, you should receive your physical card within a few weeks by mail.

*This guide was updated as of 2.17.2022 by College of Education personnel. For any questions and for updated information, please contact AZDPS directly at (602) 223-2279 or <https://psp.azdps.gov/home/contactus/email>*