

Teacher Fingerprint Process:

1. Access the Arizona Department of Public Safety website at azdps.gov
2. Click on the Services tab
3. Click on Public Services sub-tab
4. Click on Public Services Portal sub-tab
5. Click on Fingerprint Clearance Card
6. Click on Apply for a card
7. You will be instructed to establish an online AZDPS account with a username and password, do so
8. Once you establish an account, AZDPS will send you a verification link to your email to confirm it is you.
9. Once your AZDPS account is verified, you can request a new fingerprint clearance card through the AZDPS site with your account.
10. You will be asked if you applying for an IVP or non-IVP, you will select the IVP and Teacher status to correspond to the appropriate Arizona State Statute. It is not required to enter the Employer information when asked.
11. Proceed to the payment and submit payment through a credit card. The fee is approximately \$67.
12. You will receive in your AZDPS online account messages a communication of your assigned IVP number and instructions how to have your fingerprints to be taken.

It is recommended that you have your fingerprints taken electronically through Fieldprint, which has offices in Tucson and Sierra Vista to physically have your fingerprints scanned electronically. In that message from AZDPS, they will include a link to Fieldprint. Click on that link and you will be instructed to establish an account with Fieldprint as well. Follow the promptings and once you establish a Fieldprint account, you can search locations and schedule an appointment to have your fingerprints scanned. The fee for this is \$8.25.

The scanned fingerprints are sent directly from Fieldprint to the AZDPS processing team in Phoenix, corresponding to your IVP# Fingerprint Card Clearance account that you submitted through AZDPS. You can check the status through your AZDPS account online after two weeks. That is the approximate time using this method. The mailed hard copy process usually takes over a month, thus the Fieldprint electronic method is preferred to expedite things.