

Fingerprint Clearance Card Application Guidance

Apply for an Arizona Fingerprint Clearance Card or 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

The screenshot shows the 'PUBLIC SERVICES PORTAL' with a navigation menu at the top: THE COLONEL, SERVICES, DEPARTMENT INFORMATION, CAREERS, NEWS, SAFETY, CONTACT US. Below the header are five icons representing different services: a person with a magnifying glass, a fingerprint, a person with a thumbs up, a folder, and a printer. The main content area features the text 'FINGERPRINT CLEARANCE CARD' and 'LICENSING RECORDS'. A breadcrumb trail reads: Home > Services > Public Services > Public Services Portal > Fingerprint Clearance Card. The 'FINGERPRINT CLEARANCE CARD' section has tabs for 'About Us', 'Contact Us', 'Apply For a Card', 'Application/Card Status', 'Card Replacement Request', and 'FAQs'. The 'Apply For a Card' tab is active, and a red box highlights the link 'Apply for a Fingerprint Clearance Card' with a right-pointing arrow. A blue arrow on the left points to this link. A 'Services' sidebar on the right contains 'All Services' and 'Public Services' (expanded).

4. Click "Request a Replacement / Apply for a Card for Myself", then Continue

What action do you need to take?



**Request a Replacement / Apply for
a Card for Myself or Someone Else**



Check the Status of the Card

5. Create an “Individual Personal Account”

Please select the type of account you would like to create. Read the description carefully before selecting and continuing. The **Individual Personal Account** is the most common type of account.

- Individual Personal Account** - Select this option if you are applying for a Fingerprint Clearance Card, a Security Guard License, a Private Investigator’s License or are requesting Records for yourself.

The following account types are restricted accounts. They are designed for use by businesses, state regulatory agencies, government agencies, media or law enforcement.

Please select the appropriate service to see additional account options.

- + **FINGERPRINT CLEARANCE CARD**
- + **SECURITY GUARD / PRIVATE INVESTIGATOR LICENSING**
- + **PUBLIC RECORDS OR DEPARTMENT RECORDS**

6. Have you applied for a DPS fingerprint card in the past? No (most likely)

7. Click Apply for a New Clearance Card or IVP Renewal or Replace An Existing Clearance Card

What do you need to do?



Apply For A New Clearance Card



IVP Renewal



Replace An Existing Clearance Card

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

**Will you be working or volunteering in a public or charter school?
OR
Do you require an IVP Clearance Card?**



Yes



No

If Yes, it will prompt you for an IVP Application process.

If No, it will prompt you to for a non-IVP Application Process, and ask you to select the reason you are applying for a card. Select all boxes that apply.

9. Read Privacy Act Statement, Continue

10. Complete your personal information

- a) It is very important to include your Social Security Number if you have one
- b) You do not have to complete Employer information (leave blank).
- c) Continue



11. Fingerprinting Preference: to get fingerprinting at 911OccMed, select “the applicant is not physically present in Arizona for fingerprinting”

Fingerprinting Preference

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

Fingerprint Method*

The applicant is or will be physically present in Arizona for fingerprinting

The applicant is not physically present in Arizona for fingerprinting

12. Review all info, Continue to my order

13. Submit and pay by credit card

14. You will be prompted to get your fingerprints taken and mailed to DPS at the address provided in the email. 911OccMed will provide you with your fingerprint card, which you will mail to DPS along with your application letter that includes your application number.

Once this process is complete, you can check the status of your application at the following link:
<https://www.azdps.gov/services/public/fingerprint>