



QUICK TIPS FOR ARIZONA IDENTITY VERIFIED PRINT (IVP) FINGERPRINT CLEARANCE CARDS (FCC)

(Required for Arizona Department of Education, certification)

This information is a [quick guide](#) to assist you with your Arizona IVP Fingerprint Clearance Card requirements. It is not intended as a thorough reference. If you would like more information you may contact the Arizona Department of Public Safety (DPS) at 602-223-2279.

Please be aware that your current teaching contract in item 2 states:

Teacher's employment is conditioned upon the possession at all times of a valid Arizona teacher's certificate for the position being offered and upon the satisfactory completion of any and all background checks and fingerprint clearances that may be required. Teacher agrees to be "highly qualified" in all assigned core academic subjects or as otherwise required by law and to hold all requisite endorsements by the commencement date of this Contract.

Arizona Identity Verified Print (IVP) Fingerprint Clearance Card (FCC) Requirements-

- A valid Arizona IVP Fingerprint Clearance Card is just as important to maintain as a valid Arizona teaching certificate. The Arizona Department of Education audits school districts for invalid/expired/restricted FCC.
- **The process to obtain or renew a valid fingerprint card may take up to SIX months so please check your expiration date and plan accordingly.**
- Applicants will not be able to renew, or convert any Arizona teaching certificate without a valid IVP FCC. It is critical that teachers obtain or renew a card before it expires.
- You may go to any facility that processes IVP cards or you may come to the Human Resources Department located at the District Office to complete an application and have your fingerprints rolled for an IVP card.
- If you choose to come to **Human Resources**, you **MUST** come between the hours of **7:30 a.m. – 4:00 p.m., or during your lunch or prep period.** You **MUST** also bring the following with you for the process:
 - **A cashier's check or money order only for \$67.00**, payable to the Arizona Department of Public Safety (DPS) **DPS DOES NOT accept personal checks.**
 - **A valid Arizona Driver's License**
- DPS will mail your new card to the home address indicated on your application. If you have not received your card or need to obtain a replacement card, the phone number to contact DPS is 602-223-2279.

LAST BUT NOT LEAST!

- Upon receiving your new fingerprint clearance card, please send a **copy of the front and back of the card** to the Human Resources Department. **Please include your six-digit employee identification number on all documents.**
- **Additionally, you must notify the Human Resources Department if your FCC has expired, becomes invalid, or has been issued a restriction.**

Please contact Human Resources at 602-347-2668 or 602-347-2624 if you have any questions concerning fingerprint clearance card requirements.