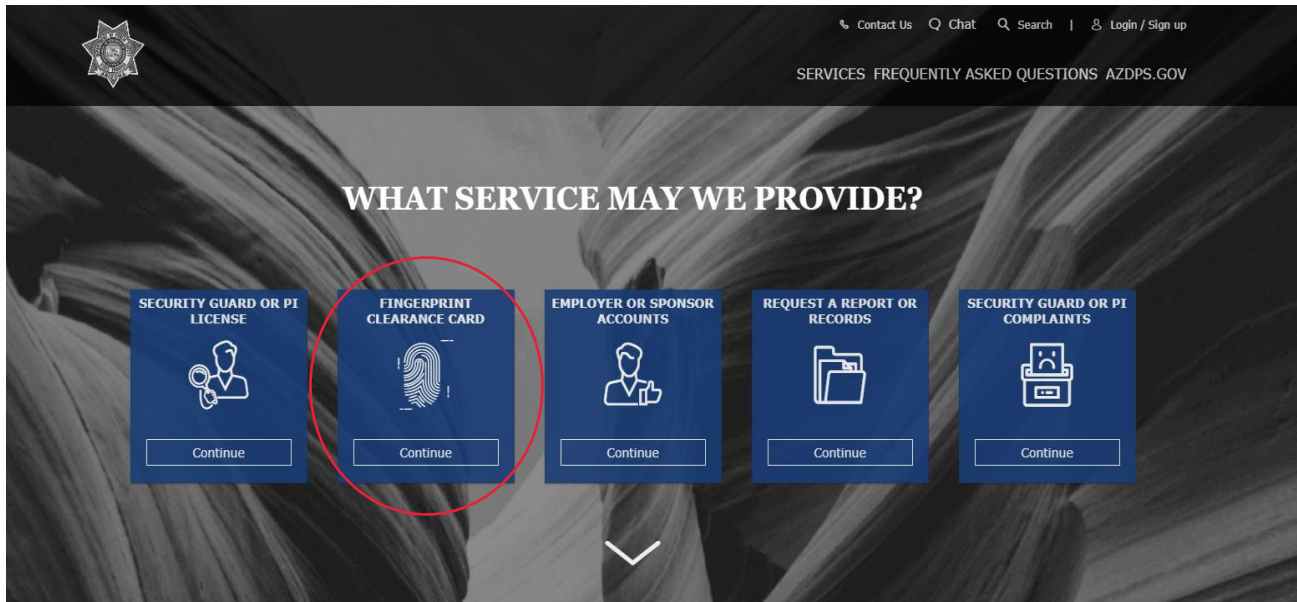


APPLICANT REGISTRATION

To start, please go to <https://psp.azdps.gov/>



Click 'Fingerprint Clearance Card' (for first time applicants and IVP renewals).



Click 'Apply for a Card/ Request a Replacement' and continue.

Login *Indicates required field.

Login to access your AZDPS account.

Email Address*

Password*

[Forgot Password?](#)

Login

Don't have an account? [It's easy to create one.](#)

OR

[Continue as Guest](#) to print a PDF form.

Please **create** an AZDPS account (or **login** if you already have one). You will be taken through 4 steps to create an account. Please fill out your personal information, address, and security questions.

✓ Profile Information ✓ Address ✓ Security Questions ✓ Create Account

Verify Your Email

Your account has been created, but it needs to be verified. Check your email and click the confirmation link to verify your account. If you did not receive the email, check your spam, junk, or trash folder.


[I did not receive the email. Please send it again.](#)


Cancel **Login**

Once you have finished creating your account, you will need to verify your email. Follow the instructions above to verify your account. Once your account has been confirmed, please login with your credentials.

If you are applying for a renewal Fingerprint Clearance Card, click 'Yes' and continue below. If you are applying for a Fingerprint Clearance Card for the *first time*, click 'No' and skip to page 6 of this guide.

Have you applied for a DPS Fingerprint Clearance Card in the past?

 ☐ Yes

 ☐ No

STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY

AC HJ, Alissa

SERVICES FREQUENTLY ASKED QUESTIONS AZDPS.GOV

Please enter your application number or clearance card number

☒ Application number ☐ Clearance card number

Enter number Enter number

[I do not know or have my clearance card or application number.](#)

Continue

STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

Name: AZTESTEEEEEE A. AZTESTEEEEEE

Birth Date: 11/1/1991 Issue Date: 11/1/2016

M 190 6 00 BLK GRY
Sex Weight Height Eyes Hair

Card Number: 4A01780029 Expire Date: 11/1/2022
IVPE007108

Enter in your existing card information and click 'Continue'. On the next page click "Apply For A New Clearance Card".

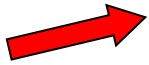
What do you need to do?



Apply For A New Clearance Card



Replace An Existing Clearance Card



If your contact information has changed, please edit your [profile information](#) before completing this application.

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



Yes



No

Do you have an IVP Number?



Yes



No


If you have an IVPXXXXXXX number on your card, please click 'Yes' and enter in the IVP number located on the bottom of your Fingerprint Clearance Card. Once information is verified, you should be directed to read the Privacy Act Statement, please read and click 'Continue'.

The screenshot shows a web form titled "Reason(s) for Applying" with a progress bar at the top. The progress bar has five steps: "Privacy Act Statement" (completed), "Reason(s) for Applying" (current step), "Your Information", "Signature", and "Review".

Annotations on the left side of the form:

- Teacher** with a green arrow pointing to the first checkbox: "State Board of Education (Teacher or Other Certification) ARS § 15-534". This checkbox is highlighted with a green background.
- Classified** with an orange arrow pointing to the second checkbox: "Public and/or Charter School Non-Certified Personnel ARS § 15-512". This checkbox is highlighted with an orange background.

The form content includes:

Reason(s) for Applying 

Check all the box(es) to indicate why you are applying*

- ☒ State Board of Education (Teacher or Other Certification) ARS § 15-534
- ☐ Tutor or Teacher Preparation Programs ARS § 15-534
- ☐ Charter School Instructor ARS § 15-183
- ☐ School Bus Driver ARS § 28-3228
- ☒ Public and/or Charter School Non-Certified Personnel ARS § 15-512
- ☐ Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.

Are you an employee or volunteer? *

☐ Employee ☐ Volunteer

Are there other reasons you are applying? *


☐ Yes ☐ No


Select the appropriate reasons for applying based on your current employment and click **'Continue'**. Please fill out your personal information, employment information, sign and review.
 (Washington Elementary School District • 4650 W. Sweetwater Glendale, AZ 85304 • 602-347-2600)


Once you have reviewed your application, you will now be taken to 'My Order' screen to submit payment. Your card will be sent to the address on your application. **Once you receive your card, please provide HR a copy of the front and back for your file.**

For First Time Applicants Applying For A Card

Have you applied for a DPS Fingerprint Clearance Card in the past?

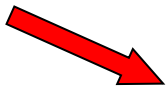






If this is your first time applying for a DPS Fingerprint Clearance Card, click **'No'** then click **'Apply For A New Clearance Card'**.

What do you need to do?



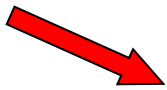
Apply For A New Clearance Card



Replace An Existing Clearance Card

If your contact information has changed, please edit your [profile information](#) before completing this application.

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



Yes



No

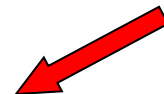
Do you have an IVP Number?



Yes



No



Once you choose 'No', you should be directed to read the Privacy Act Statement. Please read and click 'Continue'.

✓

Privacy Act Statement

✎

Reason(s) for Applying

○

Your Information

○

Signature

○

Review

Reason(s) for Applying

Check all the box(es) to indicate why you are applying*

☐

State Board of Education (Teacher or Other Certification) ARS § 15-534

☐

Tutor or Teacher Preparation Programs ARS § 15-534

☐

Charter School Instructor ARS § 15-183

☐

School Bus Driver ARS § 28-3228

☐

Public and/or Charter School Non-Certified Personnel ARS § 15-512

☐

Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.

Are you an employee or volunteer? *

☐ Employee

☐ Volunteer

Are there other reasons you are applying? *

☐ Yes

☐ No

Teacher →

Classified →

Select the appropriate reasons for applying based on your current employment and click 'Continue'.

Please fill out your personal information, employment information, sign and review.

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Signature

Fingerprinting Preference

Before completing this application please select how you prefer to get fingerprinted. If you select paper, you will receive a hard copy of your fingerprint card from DPS.

If you choose electronic, when you finish your application you will receive a message in your message center, with instructions for fingerprinting.

Fingerprint Method*

☒ Electronic

☐ Paper

Applicant Signature

☐ I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.*

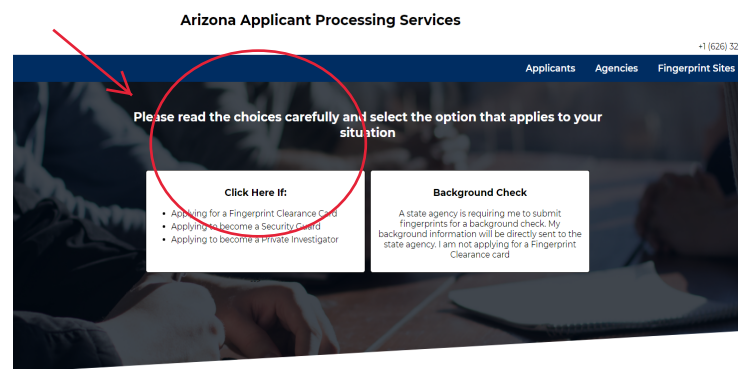
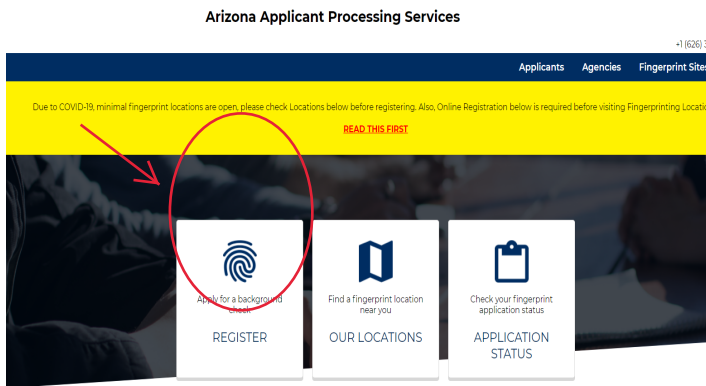
Signature *

Type your full legal name as your signature.

Please select 'Electronic' as your fingerprinting preference and sign.

Once you have reviewed your application, you will now be taken to 'My Order' screen to submit payment. Once payment is received, you will be given a **Reference Number/Application Number (IVPPXXXXXX)** for use when getting fingerprinted. **Please save that Reference Number and continue below!**

You will then be directed to the [Electronic Fingerprinting Application Services](https://www.aps.gemalto.com/az/index.htm) (<https://www.aps.gemalto.com/az/index.htm>) vendor website to find a location for fingerprinting and register.



gemalto

Arizona Applicant Processing Services

Applicants Agencies Fingerprint Sites

Before registering for fingerprints for a Clearance Card, to become a Security Guard or a Private Investigator you must first submit your application to DPS via the Public Services Portal at <https://psp.azdps.gov/>. After submitting and paying for your application you will be provided a reference number that can be used to register for your fingerprints on the Gemalto website. There will be an \$8.25 transaction charge that will be paid through the Gemalto Website after registering.

Please Note: If Applying for a Clearance Card you MUST enter your complete 10 Character Reference Number.

Step 1 - Please Enter Your Information

Transaction Information

Reference Number *

Last Name *

Date of Birth * MMDDYYYY

Payment Type *

CONTINUE

Please bring with you your Reference Number/Application Number and any other provided documentation when you go to get fingerprinted.

Once AZDPS receives your electronic prints, the fingerprints will be processed for review. Any communication regarding your application will be sent to the email address on the application. Once you receive your card, **please provide HR a copy of the front and back of card** for your personnel file.