

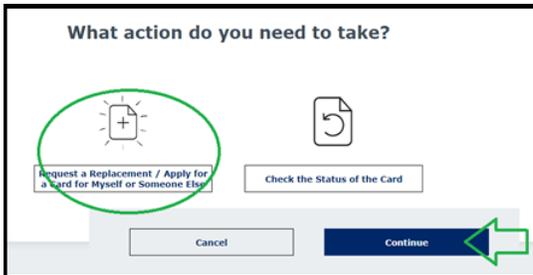
Go to website <https://psp.azdps.gov/>

NEW FPCC REGISTRATION PROCESS

STEP 1: Click on **Fingerprint Clearance Card**



STEP 2: Click on **Request a Replacement / Apply for a card for Myself or Someone Else** and **Continue**



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

At the bottom, there are "Cancel" and "Continue" buttons, with the "Continue" button circled in green.

STEP 3: If you have never created an account with AZDPS, you will want to click on **It's easy to create one.**

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.

CONTINUING WITH STEP 3: Follow the steps to create account. ****Profile > Address > Security Questions > Create Account.****



STEP 4: Verifying your credentials, the system will send an email to the email address that was used to create the AZDPS account.

When you open the email, click on **Confirm Account**

STEP 5: You will then receive a 2nd email from the system, with a **One-Time Passcode (OTP)** that you will then log into the spaces and click **Login.**

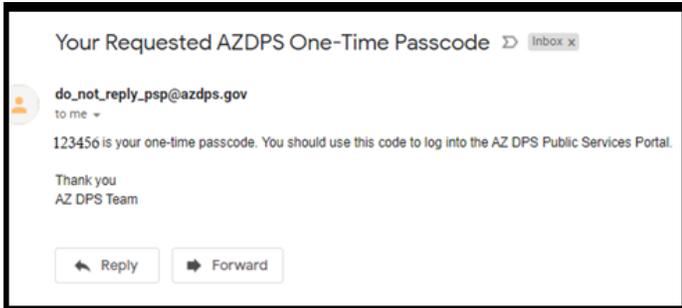
For Your Protection *Indicates required field.

We just sent you a One-Time Passcode (OTP). Please enter it below to verify your account.

1 2 3 4 5 6

One-Time Passcode (OTP)*

EXAMPLE EMAIL:



STEP 6: Log back into the AZDPS portal again and select the following answers.

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

Yes No

Next...

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.

Next...

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

Yes No

Next...

Do you have an IVP Number?

Yes No

STEP 7: If you wish to read the **Privacy Act Statement**, go right ahead but be sure to scroll to the bottom of the statement and select **Continue**

Read statement and scroll down to continue.

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92- 544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Collection, use, and updating an FBI Identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/rjis/background-checks>

Routine Uses: During the course of your employment, your fingerprints and associated information/biometric information may be used for the following purposes:

STEP 8: Select the appropriate reason(s) you are applying. All Employees except for Bus Drivers, should select **State Board of Education (Teacher or Other Certification) ARS 15-534**. Click **Continue** when selection has been done.

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 there other reasons you are applying? *

Yes No

Step 9: Input your information and electronically sign for your signature.

When you reach for Employment Information, use this information:

Name of Employer and/or Agency: **Page Unified School District**
 Employer's Phone Number: **(928) 608-4100**
 Employer and/or Agency Mailing Address: **500 SOUTH NAVAJO DRIVE**
 City: **Page**
 State: **Arizona**
 Zip Code: **86040**

STEP 10: Review your application

GET YOUR CREDIT / DEBIT CARD READY



STEP 11: The cost for a new card will be \$67.00. [Click Submit and Pay](#)

My Order

Once your request is completed you will receive an invoice with the fees for any pending items.

Item ↓	Fee ↑	
Identity Verified Prints (IVP) Fingerprint Clearance Card Application	\$67.00	Save for Later Delete
Total	\$67.00	

Per Arizona Revised Statutes all fees are nonrefundable.

[Submit and Pay](#)

STEP 12: Input your card information and click [Authorize](#)

State of Arizona Checkout Utility
State of Arizona

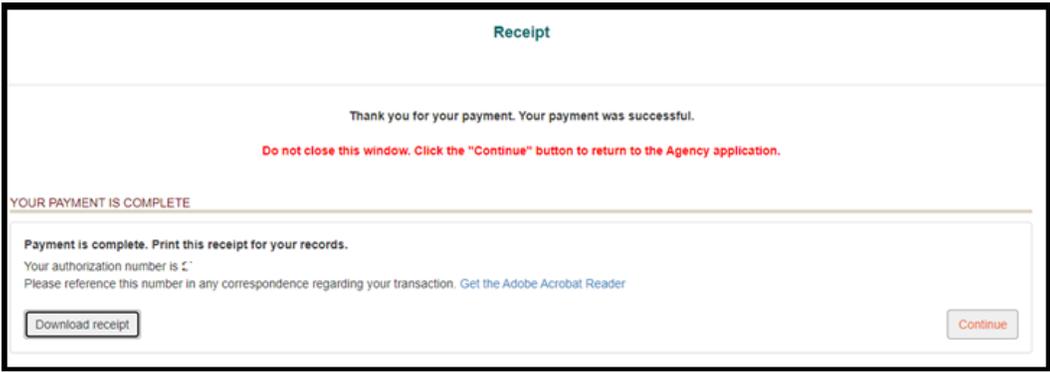
Payment Information

CHECKOUT - PAYMENT INFORMATION

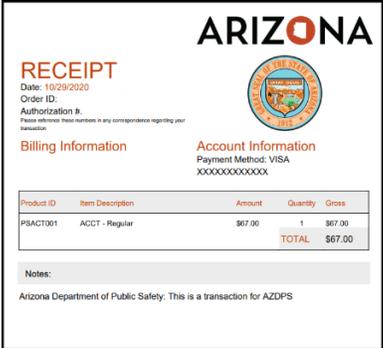
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Billing Address	<input type="text"/>	*City	<input type="text"/>
*State	<input type="text" value="---Click to Select---"/>	*Zip	<input type="text"/>
*Email	<input type="text"/>	*Phone Number	<input type="text"/>

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

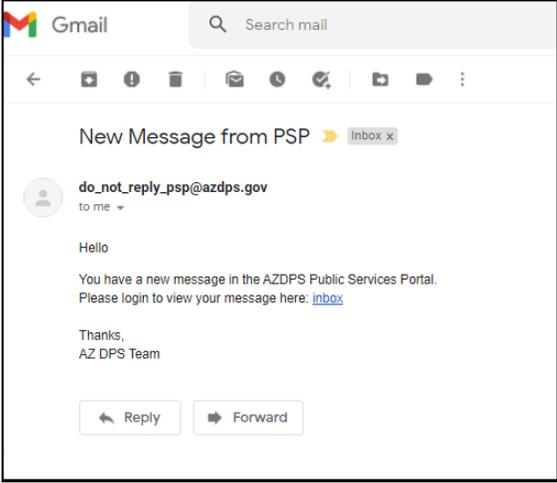
STEP 13: ***OPTIONAL*** Download and print your receipt.



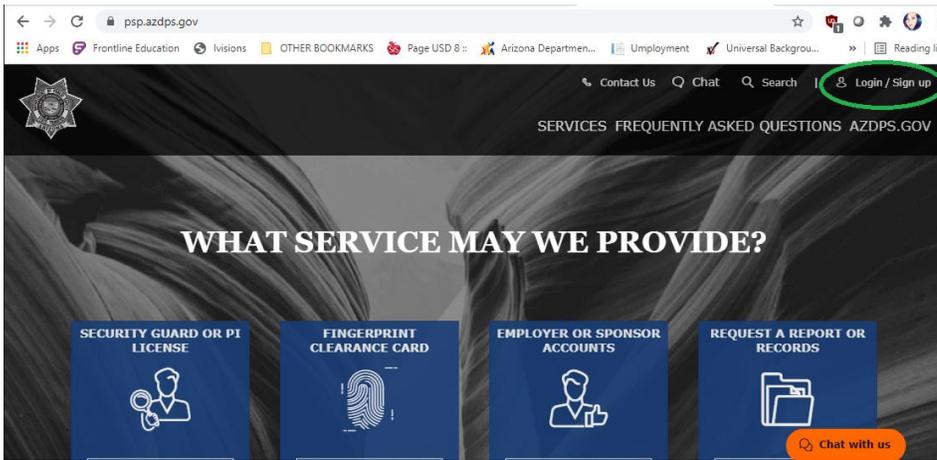
EXAMPLE OF DOWNLOADED RECEIPT:



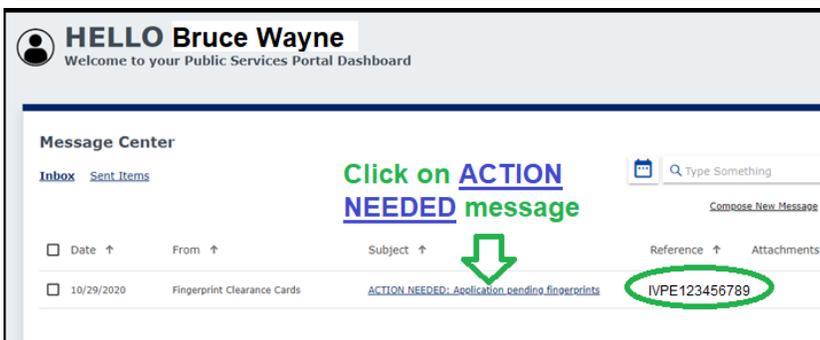
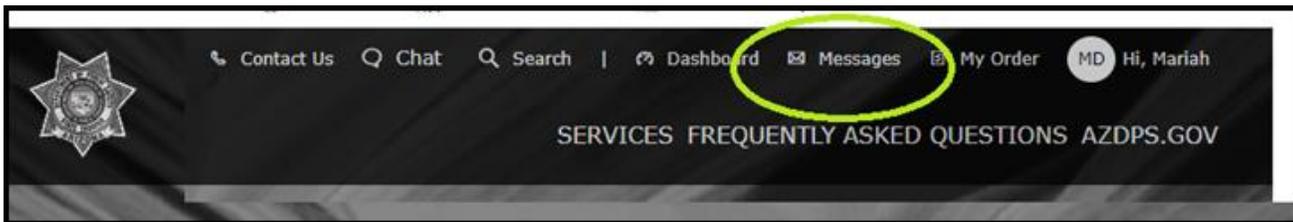
STEP 14: Now a message will be sent to your email address telling you that you have a message. You can either use your email message to log back into your AZDPS account or....



...just go the website again and select **Login / Sign Up** (upper right corner)

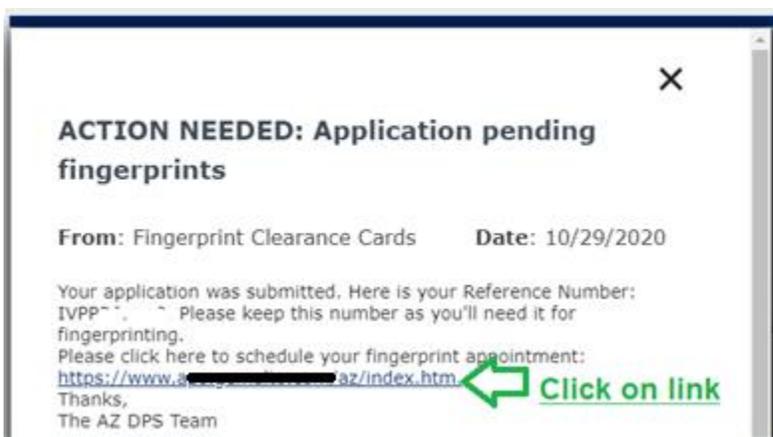


STEP 15: Once you have logged back into your AZDPS account, select **Messages** (the very top of the page).



Next, select the **ACTION NEEDED: Application pending fingerprints** > ****RECORD YOUR IVP#, YOU WILL NEED IT ON STEP 18****

STEP 16: After you have opened the message, click on the link provided in the message.



STEP 17: You will then be directed to the **Fieldprint** webpage where you then select **"Click here if"**.. or you can go to this link here >> <https://fieldprinterizona.com/individuals> and create an account and then schedule. Below are screenshots of what you should encounter in the Fieldprint website.

fieldprint For Individuals For Businesses English Schedule Appointment

● Benefits ○ Process ○ Locations ○ FAQs ○ Certifications

Simple. Safe. Secure.

fieldprint English | [Contact Us](#)

Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to schedule a Fieldprint appointment.

Sign Up

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

Log In

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8918.

You can download the "Consent Agreement" as a PDF file.

 [Consent Agreement.pdf \(120 K\)](#)  [Download](#)

fieldprint English | [Contact Us](#)

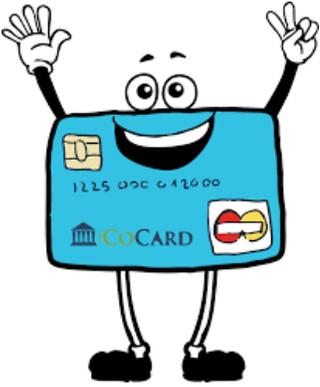
Create Account

Please fill in the following fields to create an account.

* Required Fields

Email *	<input type="text" value="e.g. example@domain.com"/>
Username *	<input type="text"/>
Password *	<input type="password"/> show
Confirm Password *	<input type="password"/> show
First Name *	<input type="text"/>

GET YOUR CREDIT / DEBIT CARD READY AGAIN



The cost for the electronic fingerprinting will be \$8.25.

STEP 21: Input Credit / Debit Card information and select **Pay** when finished.

STEP 22: Print out your receipt or take a photo of your receipt and be sure to have it handy with you for your fingerprinting appointment at the District Office. Call us to make an appointment. #928-608-4101



DONE YOU'RE FINISHED

****CALL THE DISTRICT OFFICE TO SET UP AN APPOINTMENT ONCE YOU ARE FINISHED.
(928)608-4101. THANK YOU!****