

IVP Fingerprint Clearance Card Step by Step



Before you get started

IVP Fingerprint Clearance Cards are issued through the Arizona Department of Public Safety (AZDPS). Before you get started you will need;

- A valid personal email address to receive verification links & info
- Your Social Security number
- A debit or credit card for payment
- Paper and pen to record information

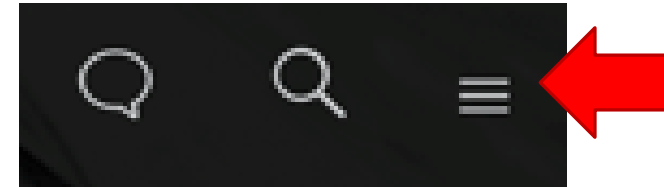
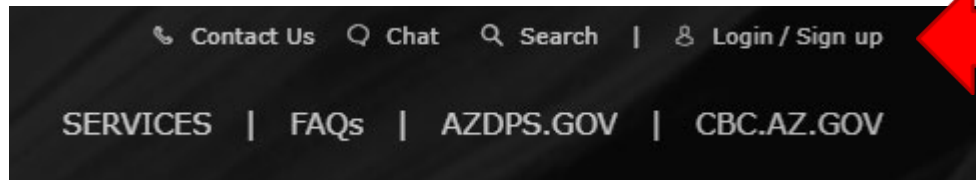


Step 1: Create your DPS Account

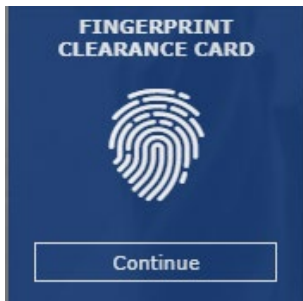
1. Go to the Arizona DPS Public Services Portal

<https://psp.azdps.gov>

2. Click on Login / Sign up



3. Select Fingerprint Clearance card for the account type



Step 1: Create your DPS Account

4. Select Individual



5. Create an account using a valid email address.

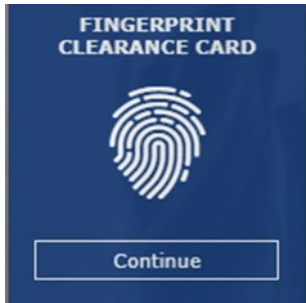
- Save your username / password
- If you already have an account, just log in



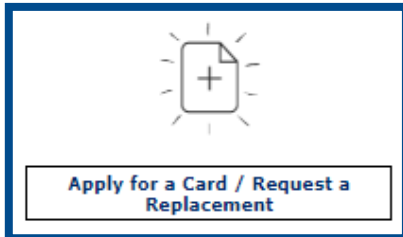
6. Check your email and click the verification link

Step 2: Apply for the IVP Card

1. After verifying, log in and select Fingerprint Clearance Card

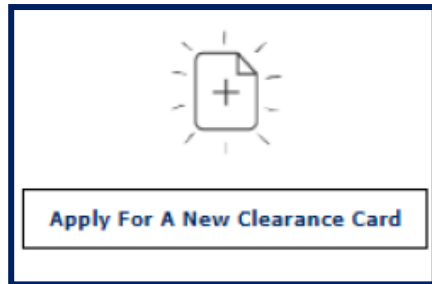


2. Select Apply for a Card / Request a Replacement

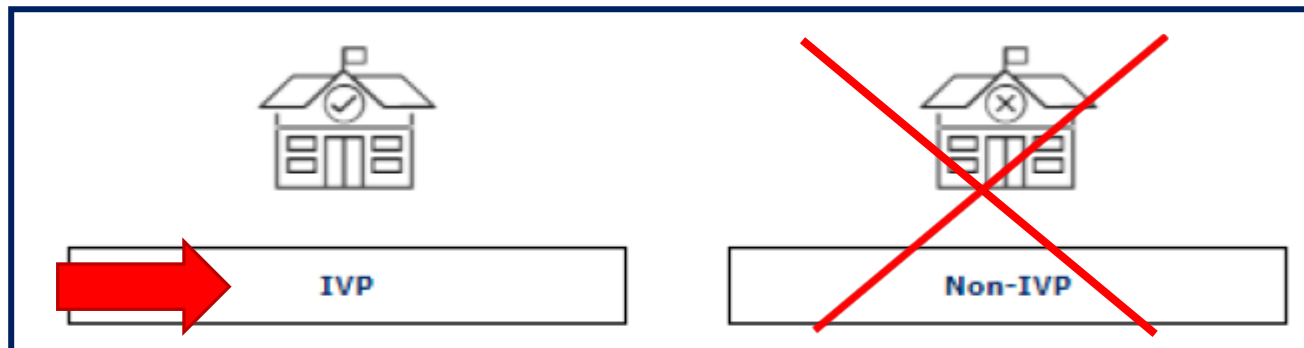


Step 2: Apply for the IVP Card

3. Select Apply for a New Clearance Card



4. Select IVP Clearance Card



Step 2: Apply for the IVP Card

5. Read and acknowledge the Privacy Statement (check at bottom)

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.

For a recent copy of your Personal Criminal History Record for review, request or correct, you can contact Personal Department or visit the Criminal History Records Unit at (603) 233-2232 or go to <https://isp.xndps.gov> and choose "Criminal History Review and Challenge" from the Services Menu to file your Review and Challenge on-line.



By signing the background check for employment/licensure application, you are acknowledging you have read this "Privacy Act Statement".



Step 2: Apply for the IVP Card

6. Reason 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.

Is the person an employee or volunteer? *

☒ Employee ☐ Volunteer

Are there other reasons you are applying? *

☐ Yes ☒ No



Step 2: Apply for the IVP Card

7. Complete Your Personal Information – Must include social
Do not use your WESD email – personal email only

Applicant Information 

Applicant Information
Please enter the Legal Name

First Name *

Age

Middle Initial

Last Name *

Portfolio

Social Security Number *





Step 2: Apply for the IVP Card

8. Complete Employer Information

Employment Information

Name of Employer and/or Agency Washington Elementary School District

Employer's Phone Number 602 347 2600 Extension

Employer and/or Agency Mailing Address 4650 W Sweetwater Ave

City Glendale

State Arizona

Zip Code 85304



Use this information

Name: Washington Elementary School District

Phone Number: 602 347 2600

Address: 4650 W Sweetwater Ave
Glendale AZ 85304



Step 2: Apply for the IVP Card

9. Read the statement, check the acknowledgement box, and sign

Signature 

Fingerprinting

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

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 *

Act Portaltest

Type your full legal name as your signature.



Step 3: Payment and Confirmation

1. Review the application and then click Continue to My Order to complete your payment.

My Order

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

Per Arizona Revised Statutes all fees are nonrefundable.

Fingerprint Clearance Cards

Item ↓	Fee ↑	
Fingerprint Clearance Card Application (non-IVP)	\$67.00	
Credit Card Fee	\$1.34 ⓘ	Save for Later Delete
Total	\$68.34	

Submit & Pay by Agency Code

Submit & Pay by Credit Card

Request Employer Pay



Step 3: Payment and Confirmation

2. Complete the order acknowledgement to continue

- Order Acknowledgement**
-  ☐ I understand that after I pay, I will need to log back into the Public Services Portal and go to my Message Center for further instructions and important information regarding my submission.
 -  ☐ I understand that per Arizona Revised Statutes, all fees are nonrefundable.

Cancel

Continue to Pay



Step 3: Payment and Confirmation

3. Enter Payment Details

State of Arizona Checkout Utility
State of Arizona

PAYMENT INFORMATION

CHECKOUT - PAYMENT INFORMATION

NOTICE: Before submitting your payment information, please ensure that your address on the order or bill or credit card company is up to date with the address you are using here. If your address does not match, your payment might be impacted.

* First Name * Last Name

* Billing Address * Billing Address 2

* City * State * Zip

* Email * Phone Number
Include area code

☒ Credit Card
☐ Electronic Check

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.

* Credit Card Number

* Expiration Month * Expiration Year * CVC/CVV

Go Back Continue



You will be logged out of the DPS site once you reach this step.



Step 3: Payment and Confirmation

4. Order Review (verify information)



State of Arizona Checkout Utility
State of Arizona

Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed, please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name

Address

Email

Phone Number

View my information

Edit

ACCOUNT INFORMATION

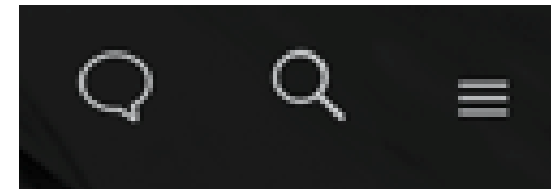
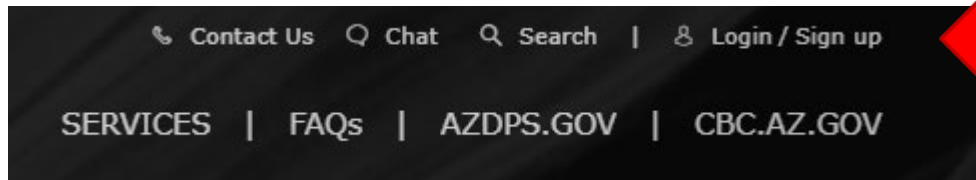


Step 4: Scheduling with Fieldprint

1. Log back into your DPS Account

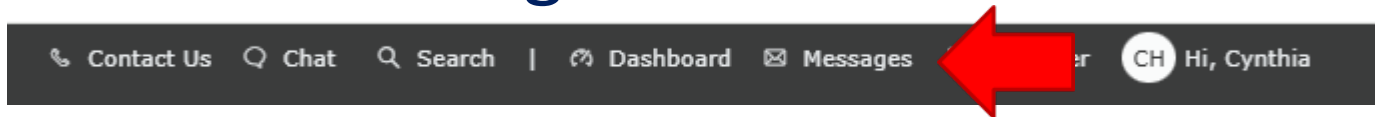
<https://psp.azdps.gov>

2. Click on Login / Sign up

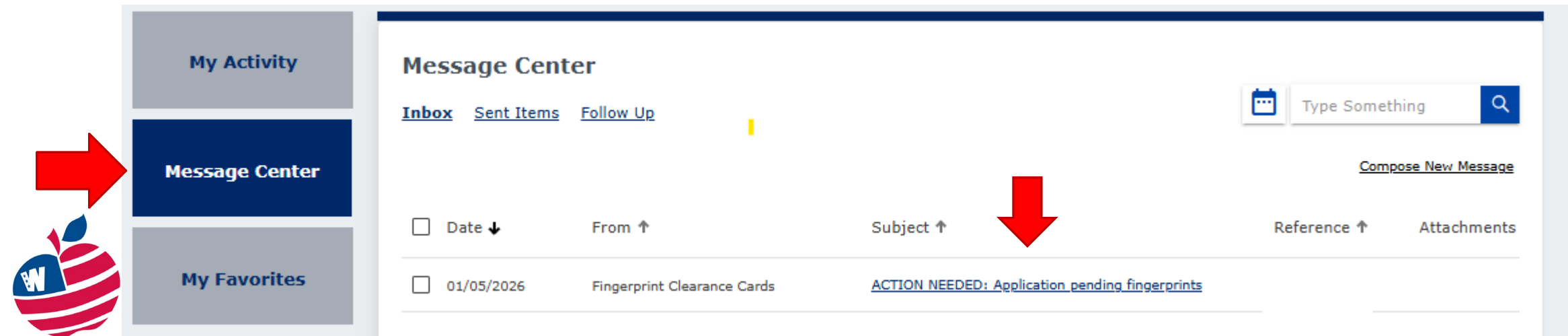


Step 4: Scheduling with Fieldprint

3. Click on messages



4. From the Message center open the Action needed message

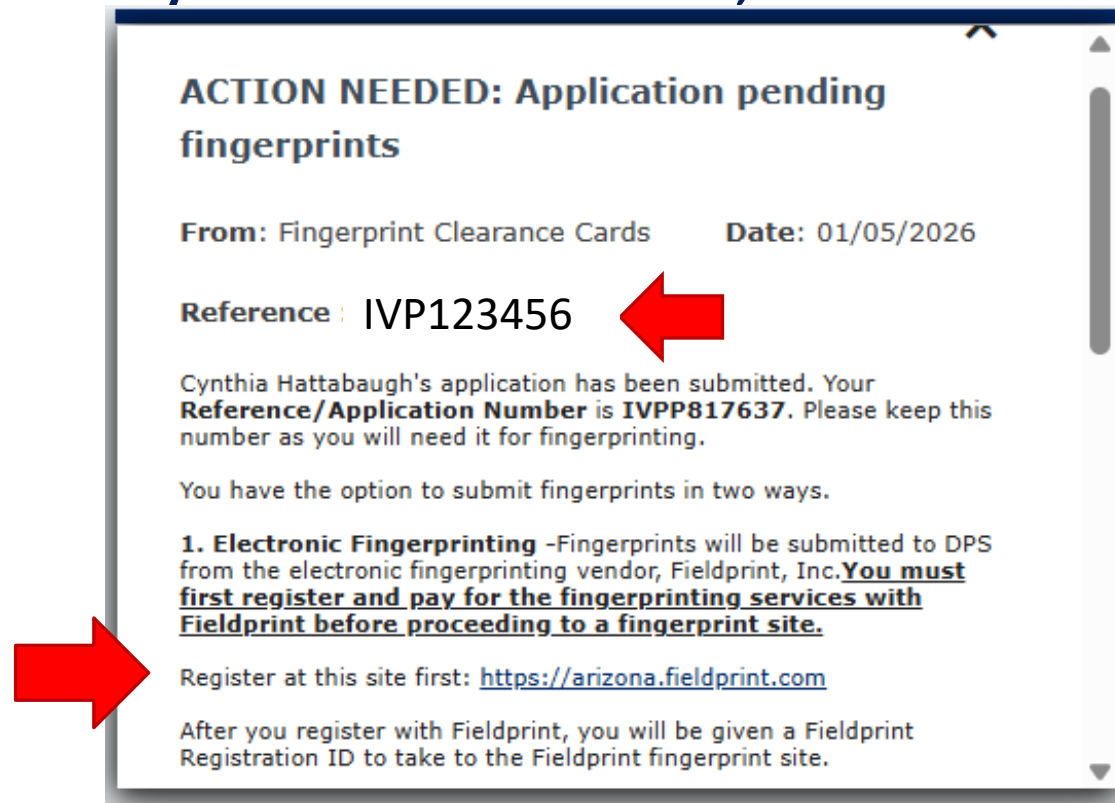


The screenshot shows the 'Message Center' interface. On the left is a sidebar with 'My Activity', 'Message Center' (highlighted with a red arrow and a red apple icon with a 'W'), and 'My Favorites'. The main area is titled 'Message Center' and has tabs for 'Inbox', 'Sent Items', and 'Follow Up'. A search bar with a calendar icon and 'Type Something' is at the top right, along with a 'Compose New Message' link. Below is a table of messages with columns: checkbox, Date, From, Subject, Reference, and Attachments. A red arrow points to the 'Subject' column of the first message row.

☐	Date ↓	From ↑	Subject ↑	Reference ↑	Attachments
☐	01/05/2026	Fingerprint Clearance Cards	<u>ACTION NEEDED: Application pending fingerprints</u>		

Step 4: Scheduling with Fieldprint

5. Make a note of your IVP number, click the link to schedule.



Fieldprint will need your IVP number to connect your prints to your IVP application.



Step 4: Scheduling with Fieldprint

6. Create a Fieldprint account, and verify with email

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

Create Account

Please fill in the following fields to create an account.

* — Required Fields



If you have used Fieldprint before you can sign in as a returning user

Step 4: Scheduling with Fieldprint

7. Scroll down and select the option I don't have a Fieldprint Code and select reason "Fingerprint Card".

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you don't have a Fieldprint Code, please contact the employer or organization that sent you to this website. Otherwise, enter your Fieldprint Code in the Fieldprint Code box below.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to "Don't have a Fieldprint Code?" and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking "Continue with this Reason."

Fieldprint Code

Continue with Fieldprint Code

Don't have a Fieldprint Code?

Notice

If you were not issued a Fieldprint Code by your employer/agency, please enter the reason you are being fingerprinted in the blank cell below or select a reason from the list of potential options. If you do not know the reason for your fingerprinting request or it is not listed, please contact your employer/agency.

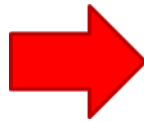
4 Total Reasons Available

Search Reasons for Fingerprint

Background Check for Employment/Licensure

Continue with this Reason

Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint-based



Step 6: Fieldprint Appointment

- Attend your Fieldprint appointment
- Bring the following to your appointment:
 - Government issued photo ID
- QR Code from your Fieldprint payment receipt
(sent via email after payment)



Step 7: Receive your Card

Once processing is approved your IVP Fingerprint Clearance Card will be mailed to your home address.

Send a copy to Human Resources
by using the QR code or by clicking below.

[Submit IVP Card to HR](#)



THANK YOU

