

HOW TO: OBTAIN A IVP FINGERPRINT CLEARANCE CARD

1

Submit your application:

- Go to AZDPS website to submit request. Visit: [AZDPS](#)
- Click "Apply for Card", then choose "Apply for Fingerprint Clearance Card"
- Select: IVP Public and/or Charter School Non-Certificated Personnel
- Pay the \$68.34 processing fee

2

Schedule Fingerprint Appointment with Fieldprint AZ

- Go to Fieldprint website to schedule your appointment. Visit: [Fieldprint](#)
- Create an account and schedule your fingerprint scan using your IVP application number
- Please do not wait for an email from DPS — you can schedule right after submitting your application
- Do not use Community Wellness or rolled prints.
 - Fieldprint is faster and preferred
- Pay the \$8.25 fingerprinting fee at time of appointment