



HOW TO OBTAIN AN IVP CARD

Tier 3 Volunteers & Volunteer Coaches | Updated July 2026

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Before You Apply for Tier 3

A valid Arizona IVP Level One Fingerprint Clearance Card is required before a Tier 3 volunteer or volunteer coach application is submitted through Raptor.

Source materials are based on information from July 2026 and may change.

Confirm current fees with Arizona DPS and Fieldprint before payment.

Step 1 - Apply Through Arizona DPS

1. Visit the Arizona Department of Public Safety fingerprint clearance card webpage: <https://www.azdps.gov/services/public/fingerprint>
2. Select "Apply for Card," then "Apply for Fingerprint Clearance Card."
3. Select the reason: "IVP Public and/or Charter School Non-Certificated Personnel."
4. Pay the Arizona DPS application fee.
5. Save the IVP application number; it is needed to schedule fingerprinting.

Step 2 - Schedule Fingerprinting with Fieldprint Arizona

6. Visit <https://fieldprintarizona.com/individuals>
7. Create an account and schedule the scan using the IVP application number.
8. You may schedule immediately after submitting the DPS application; do not wait for a DPS email.
9. Use Fieldprint electronic fingerprinting.
10. Pay the fingerprint appointment fee.

Step 3 - Receive the Card and Apply in Raptor

11. Wait for DPS to issue the IVP card.
12. Confirm that the card is valid and the name matches the legal name used in Raptor.
13. Submit the Tier 3 volunteer application through the HUSD Raptor Volunteer Portal.
14. Authorize and pay the initial \$34 JDP background check fee in Raptor.

Important Reminders

- IVP cards are generally valid for six years.
- Tier 3 volunteer approval is valid for two years or until the IVP card expires, whichever occurs first.
- A valid IVP card does not by itself authorize volunteer service; the Raptor application and background screening must also be approved.
- IVP processing and background screening timelines vary. Allow 4 weeks for processing.
- Recommend applying at least 6 weeks prior to any Tier 3 volunteer event



Scan or click the link to open the HUSD Raptor Volunteer Application

[Tier 3 Application](#)