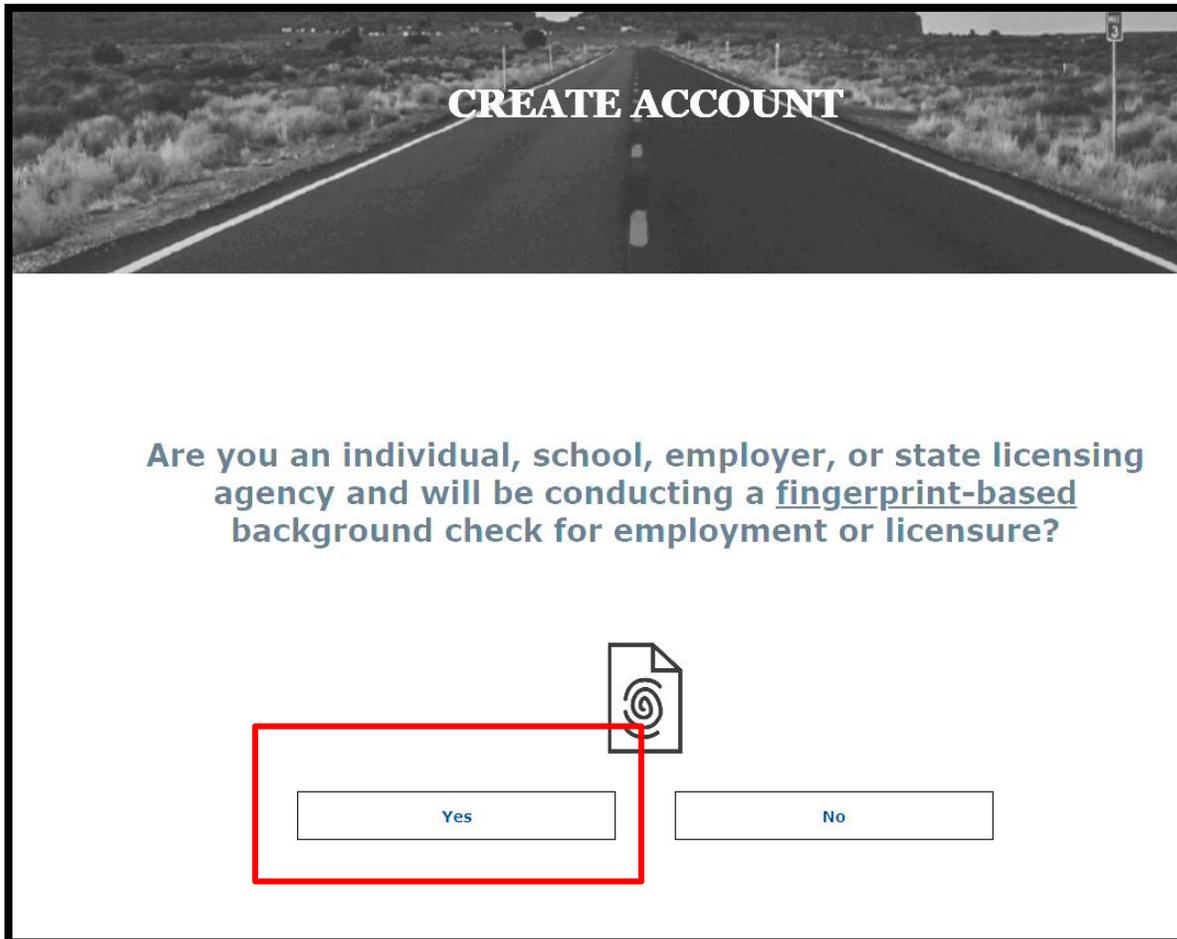


**Step 1:** Click on the link below, which will take you to the AZDPS Portal to Register your Level One Fingerprint Clearance Card: <https://psp.azdps.gov/> then click the Background Check for Employment.

See Image Below



**Step 2:** Now you are at the create an account. Be sure to click **Yes.**



**CREATE ACCOUNT**

Are you an individual, school, employer, or state licensing agency and will be conducting a fingerprint-based background check for employment or licensure?



**Step 3:** Select Individual

**Which Best Describes You?**

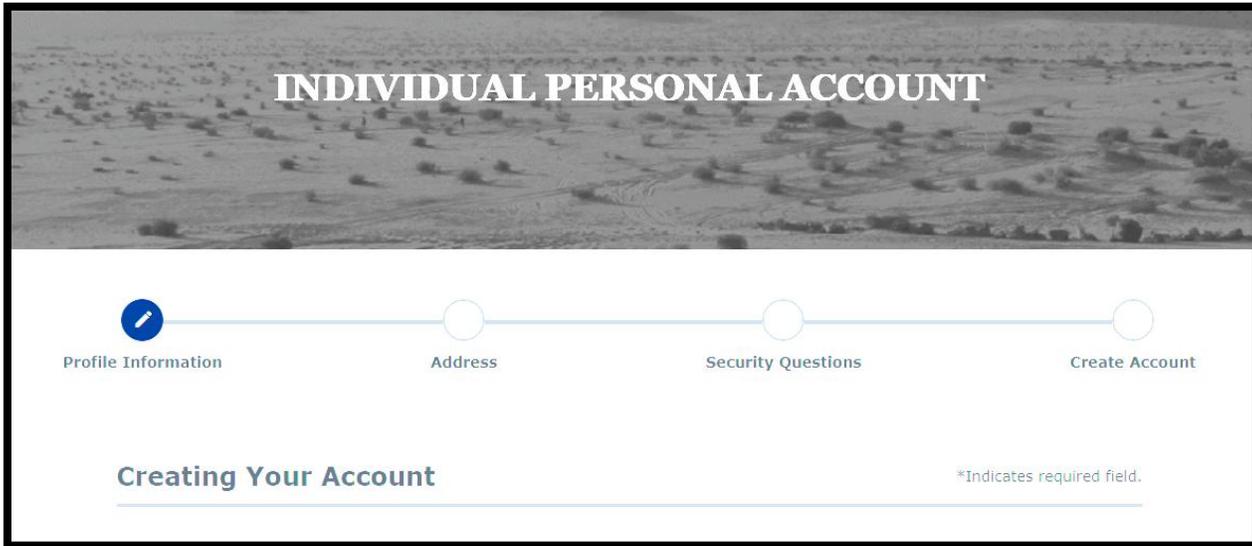
  
**Individual**  
*(Nursing applicant, employee, etc)*

  
**Agency**  
*(School, Employer, LE, State Licensing Agency, etc)*

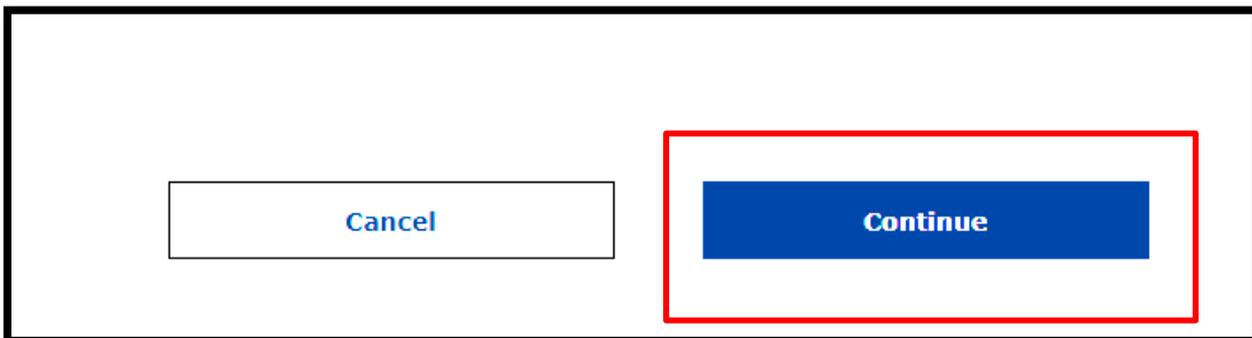
**Start Over**

**Step 4:** Be sure to complete all require fields

Tulu's Precious Hands, LLC  
Register Fingerprint Card Instructions & CBC Account Setup for Background Check Request



Once you have completed the questions press continue at the bottom of the page



**Step 5:** Next will be your physical address. Be sure to give your current address.

The screenshot shows a registration form titled "INDIVIDUAL PERSONAL ACCOUNT" with a progress bar at the top. The progress bar has four steps: "Profile Information" (completed with a checkmark), "Address" (current step with a pencil icon), "Security Questions" (pending with an empty circle), and "Create Account" (pending with an empty circle). Below the progress bar, the "Physical Address" section contains the following fields:

- Address \***: A text input field with a red asterisk indicating it is required.
- Apt**: A text input field for apartment number.
- Example: #2A**: A text input field with a red asterisk, providing an example of an apartment number.
- City \***: A text input field with a red asterisk indicating it is required.

**Step 6:** Now you will be routed to login. Be sure to verify your email address as well.

**LOGIN**

**Login** \*Indicates required field.

---

Login to access your AZDPS account.

Email Address \*

Email Address is required

Password \* 

[Forgot Password?](#)

**Login**

**Step 7:** You will be asked to verify with your number or email, which is up to you then click send.

The screenshot shows a verification screen with the following elements:

- Title:** For Your Protection
- Subtitle:** \*Indicates required field.
- Text:** For security, we need to verify your identity. Below are the email addresses and phone numbers you have listed with us.
- Text:** Choose how you want to receive your temporary One-Time Passcode (OTP)\*
- Radio Buttons:**
  - Text xxx-xxx-2621
  - Email t...5@yahoo.com
- Buttons:** Cancel and Send OTP (highlighted with a red border).

**Step 8:** Place the 6 digit code generated

Tulu's Precious Hands, LLC  
Register Fingerprint Card Instructions & CBC Account Setup for Background Check Request

**For Your Protection**

\*Indicates required field.

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

One-Time Passcode (OTP)\*

-----

Cancel

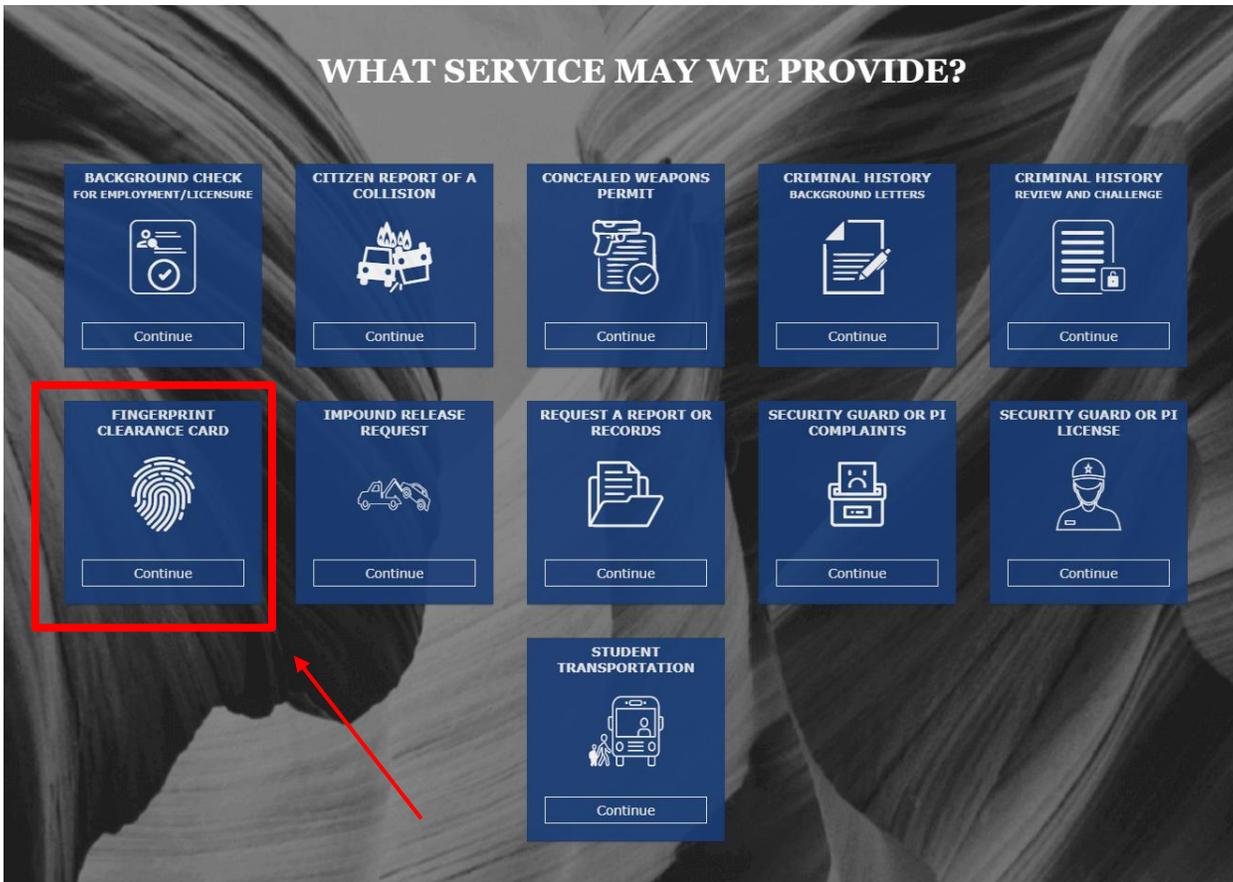
Login

Did not receive the OTP. [Resend OTP.](#)

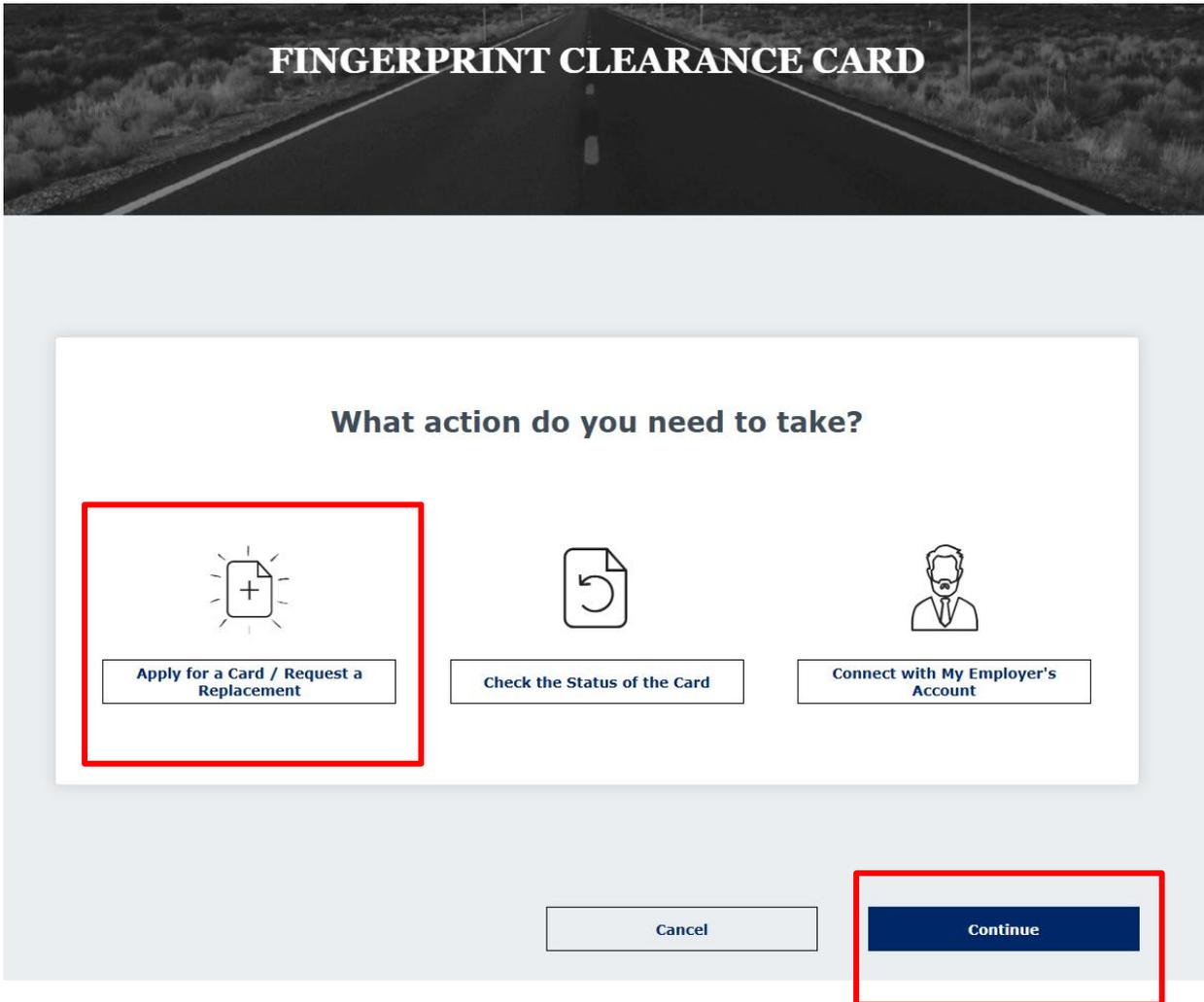
**Step 9:** You are now at the main screen. Next you will click the services tab at the top mid-right .

The screenshot shows the top navigation bar of the Public Services Portal. The 'SERVICES' tab is highlighted with a red box and a red arrow pointing to it. The navigation bar includes links for Contact Us, Chat, Search, Dashboard, Messages, My Order, FAQs, AZDPS.GOV, and CBC.AZ.GOV. Below the navigation bar, the user is greeted with 'HELLO' and 'Welcome to your Public Services Portal Dashboard'. The main content area is divided into three sections: 'My Activity' (with sub-links for Message Center and My Favorites), 'Recent Notifications' (with a table header for Date, From, Subject, Reference, and Attachments), and 'Draft Forms and Applications' (with a table header for Creation Date and Form Type). Both notification and draft sections show '0 of 0' items and a page size of 10.

**Step 10:** Selct Fingerprint Clearance Card.



**Step 11:** Select Apply for a Card/Request a Replacement tab then click continue.



**Step 12:** Select Yes



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



Yes



No

Do not show this again

**Step 13:** Type in your Level One Fingerprint Clearance Card in the section located in the red box, then click continue.

**Please enter your application number or clearance card number**

Application number

Enter number

Clearance card number

Enter number \*

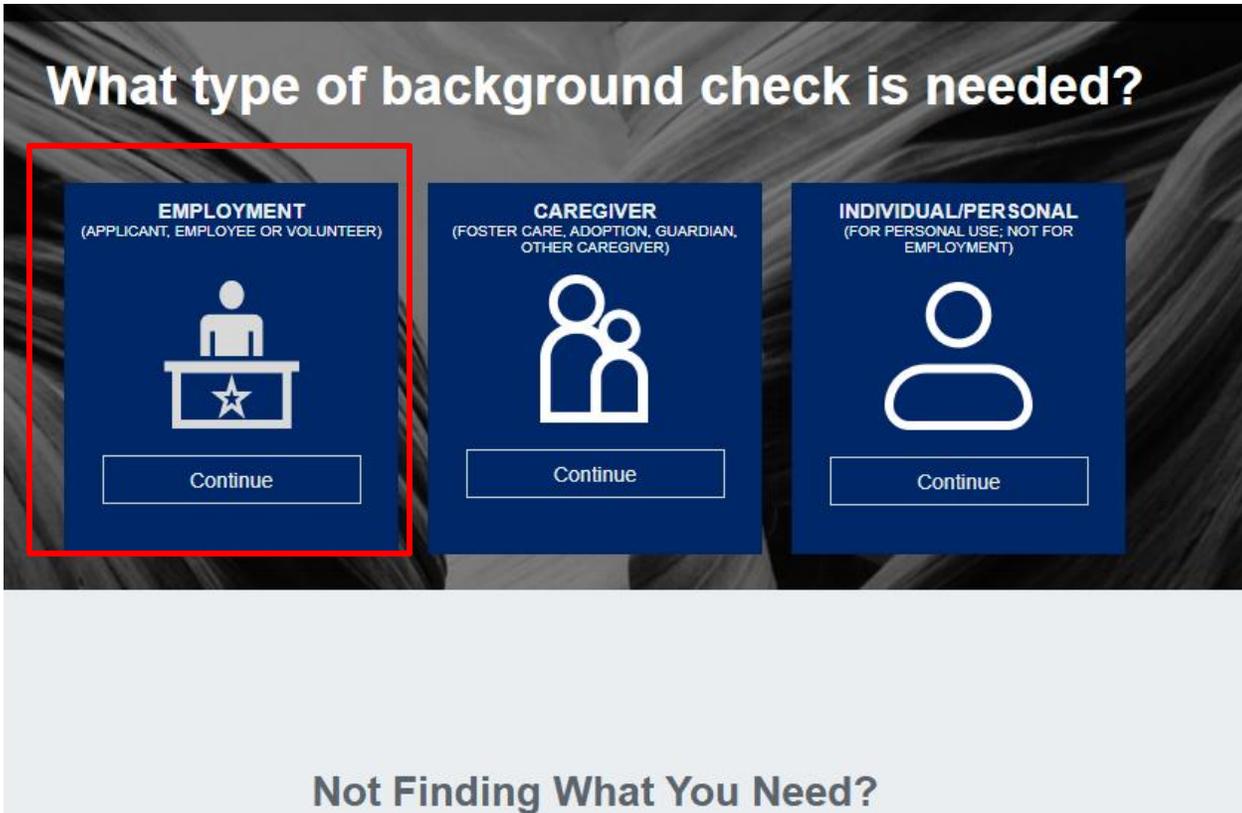
[I do not know or have my clearance card or application number.](#)

**Continue**

Click continue from the image below.

**Great!** We were able to locate you in our system. Please select Continue to continue the application process.

**Continue**



### Employment Background Check Request

\*Indicates required field.

Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)

Enter employer's email\*

nichelle@tphllc.org

Cancel

Continue

Tulu's Precious Hands, LLC  
Register Fingerprint Card Instructions & CBC Account Setup for Background Check Request

Is a Fingerprint Clearance Card (FCC) required for your employment? Please confirm with your employer before continuing.

 No Yes

# Tulu's Precious Hands, LLC

## Register Fingerprint Card Instructions & CBC Account Setup for Background Check Request

  
Acknowledgement

  
Your Information

  
Signature

  
Review

### Request Type ♥

\*Indicates required field

---

**What type of check will you be requesting? \***

- Department of Child Safety (DCS) Check
- Arizona Adult Protective Services (APS) Check

### Purpose and Legal Authority

---

You are required to complete this request because you have applied for a position that requires a search of the Arizona Department of Child Safety's (DCS) Child Abuse and Neglect Records (DCS/CR) and a Level 1 Fingerprint Clearance Card issued by the Department of Public Safety (DPS). Both are required by Arizona state law. Your information, upon submission by your employer, will be searched through the DCS Central Registry for Employment, and the DCS and DPS Fingerprint Clearance Card databases. Refer to A.R.S. § 8-804 and 45 CFR § 98.43.

The Arizona Adult Protective Services (APS) registry contains the name and date of birth of the person determined to have abused, neglected or exploited a vulnerable adult and the description of the allegation made. The purpose of the APS Registry is to prevent vulnerable adults and children from being victimized by individual who have been found, through an APS investigation and due process, to have abused, neglected or exploited a vulnerable adult. Refer to A.R.S. § 46-459.

Employers are encouraged to review the registry when deciding whether to employ to provide care for vulnerable populations. The decision to hire a person listed on the APS Registry is solely up to the employer.

I have read the statement(s) above and agree to the terms therein. \*

Cancel

Save

Continue

## Arizona Centralized Background Check (CBC)

### *Account Setup/Login to request Background Check*

#### Step 1

go to the CBC website by clicking this link: <https://cbc.az.gov/> which will take you to the Arizona Centralized Background Check home page.

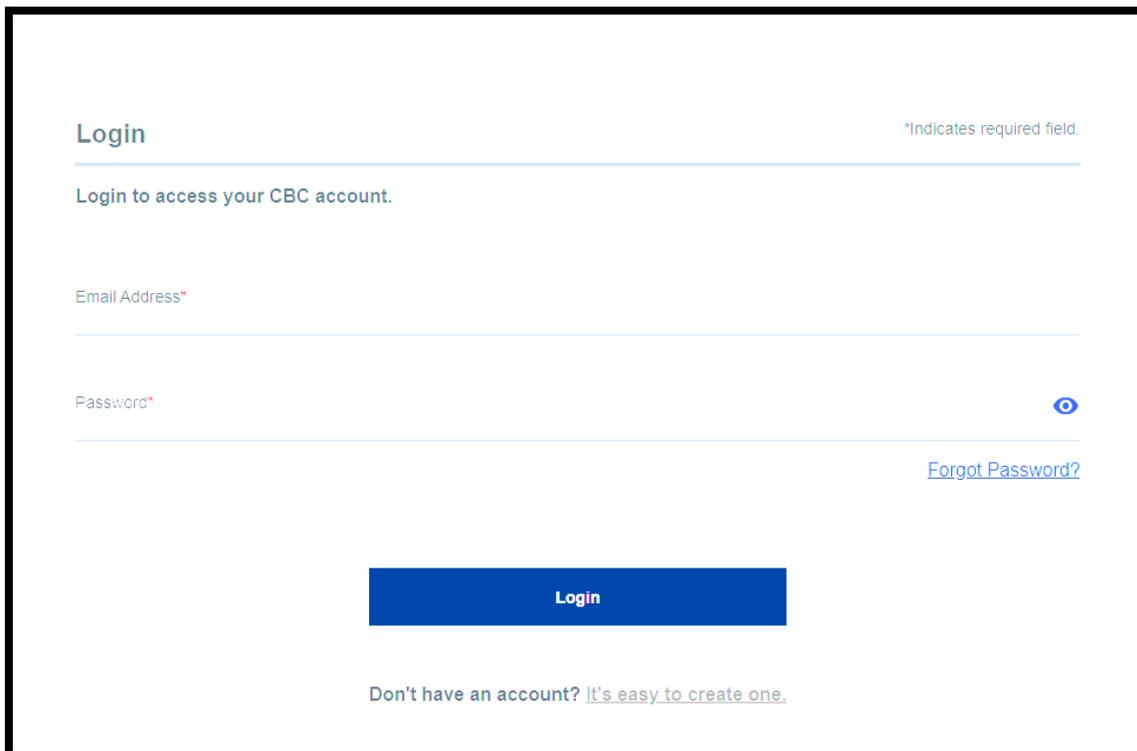
#### Step 2

To login to the CBC website, click the login/Sign Up icon in the far top right of the screen.



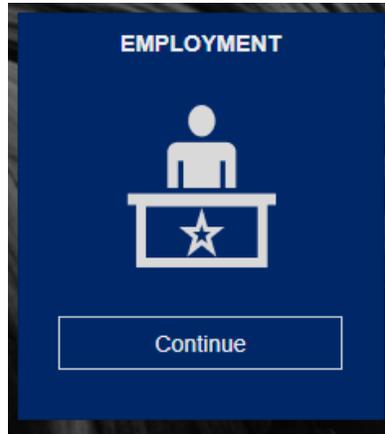
#### Step 3

To login to your CBC account, use the login information that you created on the PSP.AZDPS.GOV site when you created your account to apply for a Level One Fingerprint Clearance Card.

A screenshot of the login page for the CBC website. The page has a white background with a blue header. The word 'Login' is in the top left, and '\*Indicates required field.' is in the top right. Below the header, there is a horizontal line and the text 'Login to access your CBC account.' Below that, there are two input fields: 'Email Address\*' and 'Password\*'. The 'Password\*' field has a blue eye icon to its right. Below the 'Password\*' field, there is a blue link that says 'Forgot Password?'. At the bottom of the form, there is a blue button with the text 'Login'. Below the button, there is a link that says 'Don't have an account? It's easy to create one.'

## Step 4

On the What Type of background Check is needed page click on **Employment** then click continue.



## Step 5.

On the Background Check Request Page, you will be asked to enter your Employer's email address. Be sure to use the following email address: [nichelle@tphllc.org](mailto:nichelle@tphllc.org) then click continue.

### Employment Background Check Request \*Indicates required field.

---

Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)

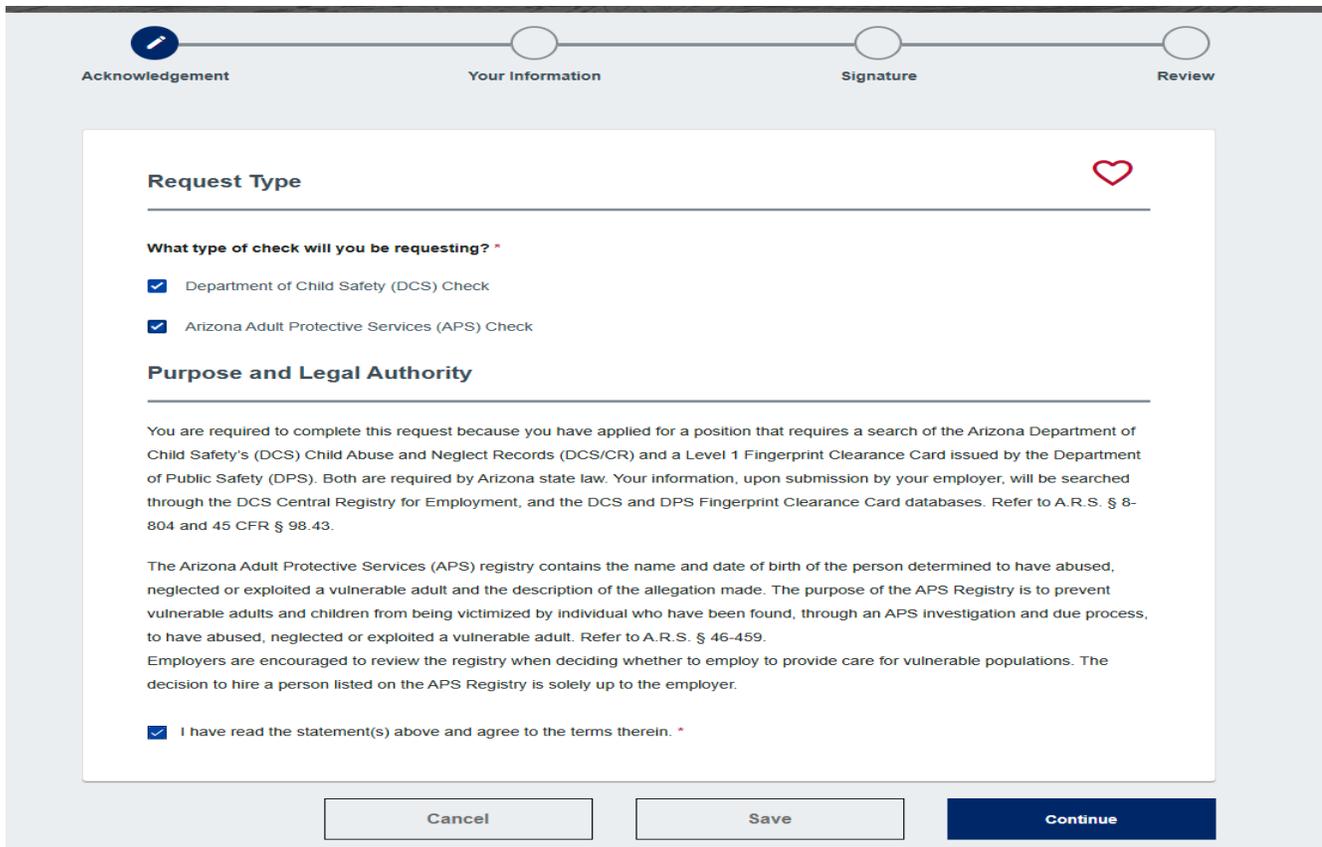
Enter employer's email\*

**Step 6**

Next you will be asked if a Fingerprint Clearance Card is required for employment, you will click **Yes**.



**Step 7** Next you will have to acknowledge that you are giving permission for your background check to be run through DCS and DPS. Be sure that the Department of Child Safety (DCS) Check and Arizona Adult Protective Services (APS) check are checked. Click the box in the lower bottom to acknowledge and then click **Continue**. **SEE IMAGE FOR EXAMPLE.**



## Step 8

Next you will enter your information. In the first block you will be asked for a **Solicitation/Contract Number or Provider ID on line 3**. Be sure to place **381504** for **Tulu's Precious Hands, LLC** in that line.

Here is a screenshot of the first block but be sure to complete the entire page of questions.

The screenshot shows a progress bar at the top with four steps: Acknowledgement (checked), Your Information (active), Signature, and Review. Below the progress bar is a form titled "Background Check Information" with a heart icon in the top right corner. The form contains three input fields:

- Date Employed (with a calendar icon)
- Fingerprint Clearance Card Application Number
- Solicitation/Contract Number or Provider ID \* (with the value 381504 entered)

At the bottom left of the form area, there is a link labeled "Add Contract Numbers". Below the form area, the text "Employer Information" is visible.

NOTE: If you have not lived at your current address for more than 5 years you will need to provide up to 5 years of residence. Once you have completed the information section at the bottom right corner press the **continue** button.

## Step 9

Now you are ready to sign to request your background check. Be sure to click the box, type your name on the signature line then press **continue**.

NOTE: If you have a middle name that you used when you applied for your Fingerprint card, be sure to place your middle initial when signing on this page.

Acknowledgement      Your Information      **Signature**      Review

### Signature

Applicant Signature

By signing this form, I allow the Department of Child Safety to report final findings of any DCS investigation of abuse of a child or vulnerable adult for the Employer listed in this request. I attest under penalty of perjury, that the information provided is true, correct, and complete to the best of my knowledge and belief. I further understand the provision of false information or intentional misrepresentation of information on this form may result in disciplinary action. \*

Signature \*

Signature is required

Cancel      Save      **Continue**

## Step 10

You will be taken to the verify page to look through your entered information. Once you scroll down to the bottom of the page then press **Continue to My Order**.

### Signature

**Applicant Signature**

By signing this form, I allow the Department of Child Safety to report final findings of any DCS investigation of abuse of a child or vulnerable adult for the Employer listed in this request. I attest under penalty of perjury, that the information provided is true, correct, and complete to the best of my knowledge and belief. I further understand the provision of false information or intentional misrepresentation of information on this form may result in disciplinary action. \*

Signature \*

Enter the First Name, Middle Initial, Last Name and Suffix as listed on your account profile. Do not enter special characters.

**To make edits, scroll to the top of this page and select the section in the progress bar.**

Then click the **Submit** on my order page.

## Step 11

Check your email as you will receive confirmation. Be sure to forward that email to [nichelle@tphllc.org](mailto:nichelle@tphllc.org)