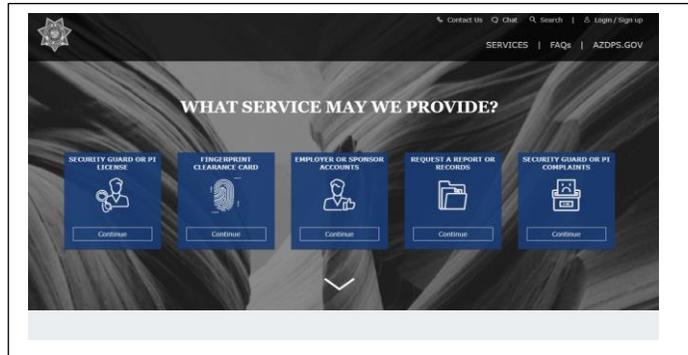


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ARIZONA DEPARTMENT OF PUBLIC SAFETY

STEP 1: Click on the link below, which will take you to the AZDPS Portal to Apply for a Level One Fingerprint Clearance Card: <https://psp.azdps.gov/>

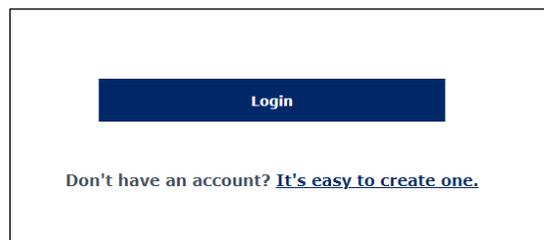
Once you have made it to page in the image to the right select the FINGERPRINT CLEARANCE CARD tab.



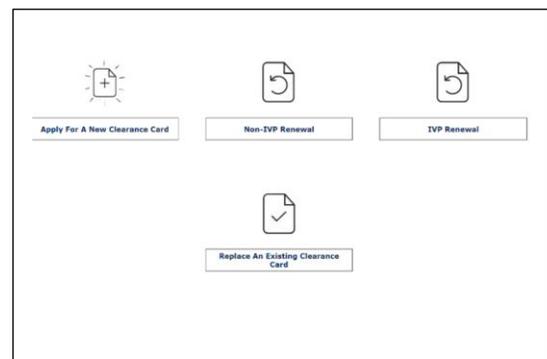
STEP 2: Next select the Apply for a Card / Request a Replacement tab, then create continue. See image Below.



STEP 3: If you have not created an account with AZDPS you must select the **don't have an account? It's easy to create one.** Tab. See image to the right.



STEP 4: Once you have created your account you will be directed to What do you need to do screen? Be sure to click Apply for a New Clearance Card Tab. See image to the right.



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STEP 5: Next AZDPS will ask you if you are applying for a IVP or a Non-IVP Card. You will select the Non-IVP Card. See image to the right.

Do you require an IVP Clearance Card?

- 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.

IVP Non-IVP

If the listed statutes do not apply to you, you do not require an IVP card. If this information is unknown, please contact the agency requiring you to apply.

STEP 6: From here you will need to follow the steps to complete the application. Once you have completed the application, AZDPS will generate an application number (usually it will be 2 letters and 8 numbers).

MOST IMPORTANT YOU WILL NEED TO SEND TULU'S PRECIOUS HANDS, LLC YOUR APPLICATION NUMBER.

Send your application number to lafrances.ellis@tphllc.org

If you are in need of assistance, feel free to contact our HR Department at (520) 610-4186 or by email at: lafrances.ellis@tphllc.org

The AZDPS Application Number will need to be used to complete your registration and appointment with Field Print. Field Print is where you will be fingerprinted. Follow the Field Print Instructions Now.

Move on to the next page where you will find instructions for Field Print.

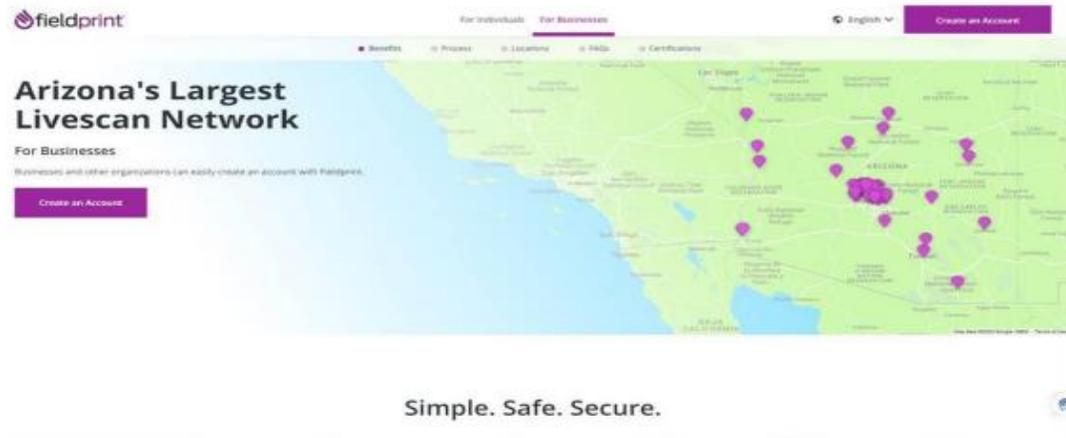
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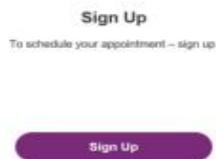
Fieldprint Arizona Scheduling Aid

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit www.fieldprintarizona.com
2. Click on the “Schedule an Appointment” button.



3. Select “Sign Up” to create an account as a New User.



4. Select “I agree” on the **Consent Agreement**.

E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

I do not agree

I Agree

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5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click “Continue”.

Create Account
Please fill in the following fields to create an account.

Email*

Username*

Password*

Confirm Password*

First Name*

Last Name*

Mobile Phone Number

Security Questions
Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1*

Answer 1*

Security Question 2*

Answer 2*

Security Question 3*

Answer 3*

[Back](#) [Continue](#)

6. You will be sent a “Fieldprint Account Verification” email that contains an 8 digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

Verify Account
An email has been sent to your provided email address. The subject of the email will be “Fieldprint Account Verification” and will arrive from email sender auth@fieldprint.com.
Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

Please do not close your browser.
If your browser session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

Verification Code*

Didn't receive an email? [Click here](#) to resend email.

[Complete Registration](#)

7. Log in with your Username and Password.

Your account has been verified
You have successfully verified your account, please log in.

Log in

Username*

Password*

[Back](#) [Log in](#)

[Forgot username?](#) [Forgot password?](#)

Tulu's Precious Hands, LLC
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- Type in the answer to your pre-selected security question and click "Continue".
- Enter the Fieldprint code given to you by your employer/service provider then select "Continue".

Reason

OUR AGENCY FIELDPRINT CODE IS:
FPTulusPreciousHandsACCT

Continue with Fieldprint Code
A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website.
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.

3 Total Reasons Available

Fingerprint Clearance Card Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint Clearance Card application.	Continue with this Reason
Security Guard Fingerprints will be submitted to the Arizona Department of Public Safety for your Security Guard application.	Continue with this Reason
Private Investigator Fingerprints will be submitted to the Arizona Department of Public Safety for your Private Investigator application.	Continue with this Reason

- Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
- Please contact the Fieldprint Customer Service team at 877-614-4364 or customerservice@fieldprint.com should you have any questions or problems.

When you get to the payment section on field print you will select pay with debit credit card. Tulu's Precious Hands, LLC DO NOT Cover the cost. DO NOT select Request Employer to pay.

Once you have scheduled your appointment with Field Print be sure to email us the time and date scheduled to me. You will then receive a reply back as received within 24 business hours.

Remember, if you do not already have a Level One Fingerprint Clearance Card, you must complete the above steps of your fingerprinting prior to starting work.

Level One Fingerprint Clearance Cards take up to 90 days to receive once you have been fingerprinted. That time frame will not prevent you from working, but not being fingerprinted will.

If you need assistance with any of the above following, feel free to contact our HR Specialist II, Lafrances Ellis at 520-610-4186 to help assist with your account set up though AZDPS or Field Print.

Arizona Centralized Background Check (CBC)

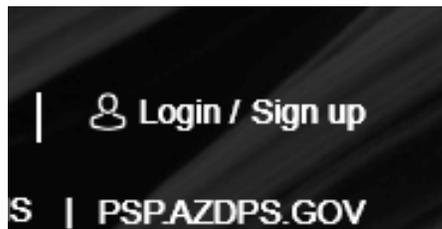
Account Setup/Login to request Background Check

Step 1

After you have completed your appointment for Fingerprinting 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

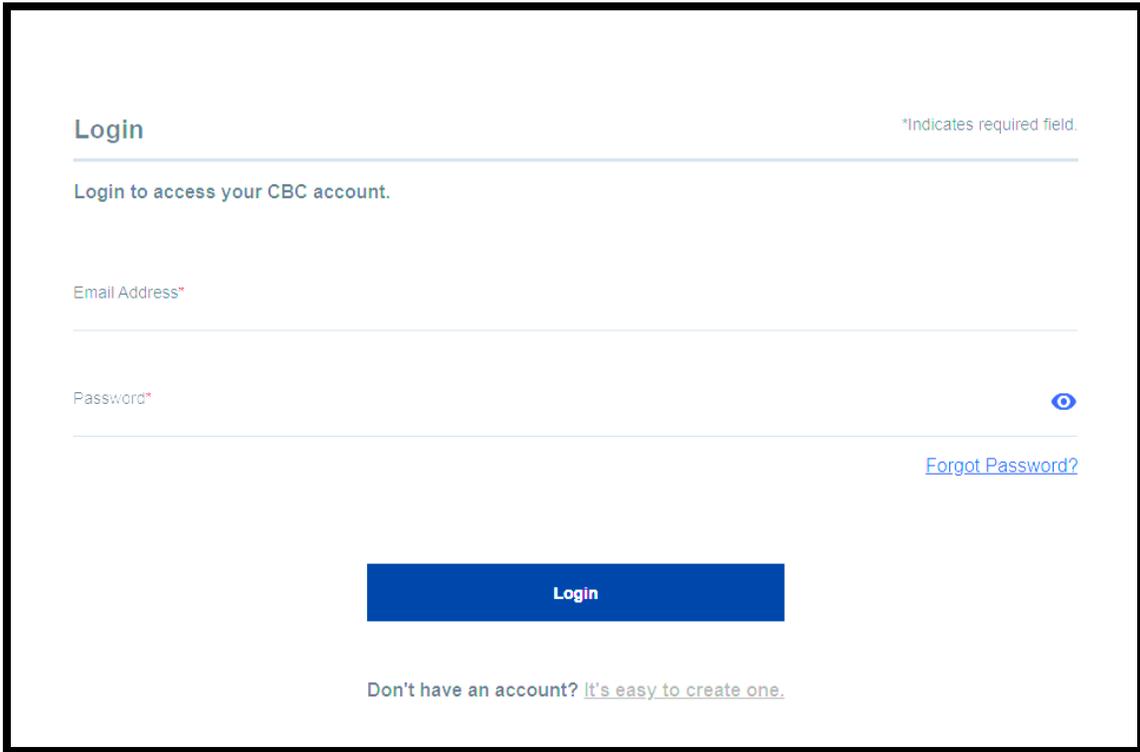
To login to the CBC website, click the login/Sign Up icon in the far top right of the screen.



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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.

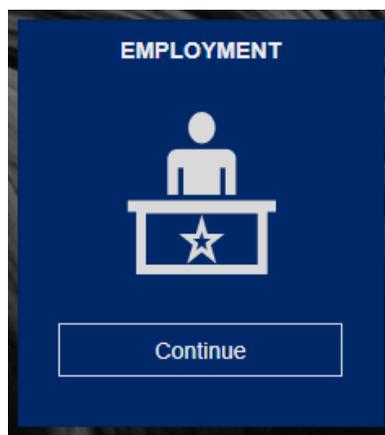


The screenshot shows a login page with the following elements:

- Login** header with a note: **Indicates required field.*
- Instruction: **Login to access your CBC account.**
- Input field: **Email Address***
- Input field: **Password*** with a toggle icon (eye) to the right.
- Link: [Forgot Password?](#)
- Button: **Login**
- Text: *Don't have an account? [It's easy to create one.](#)*

Step 4

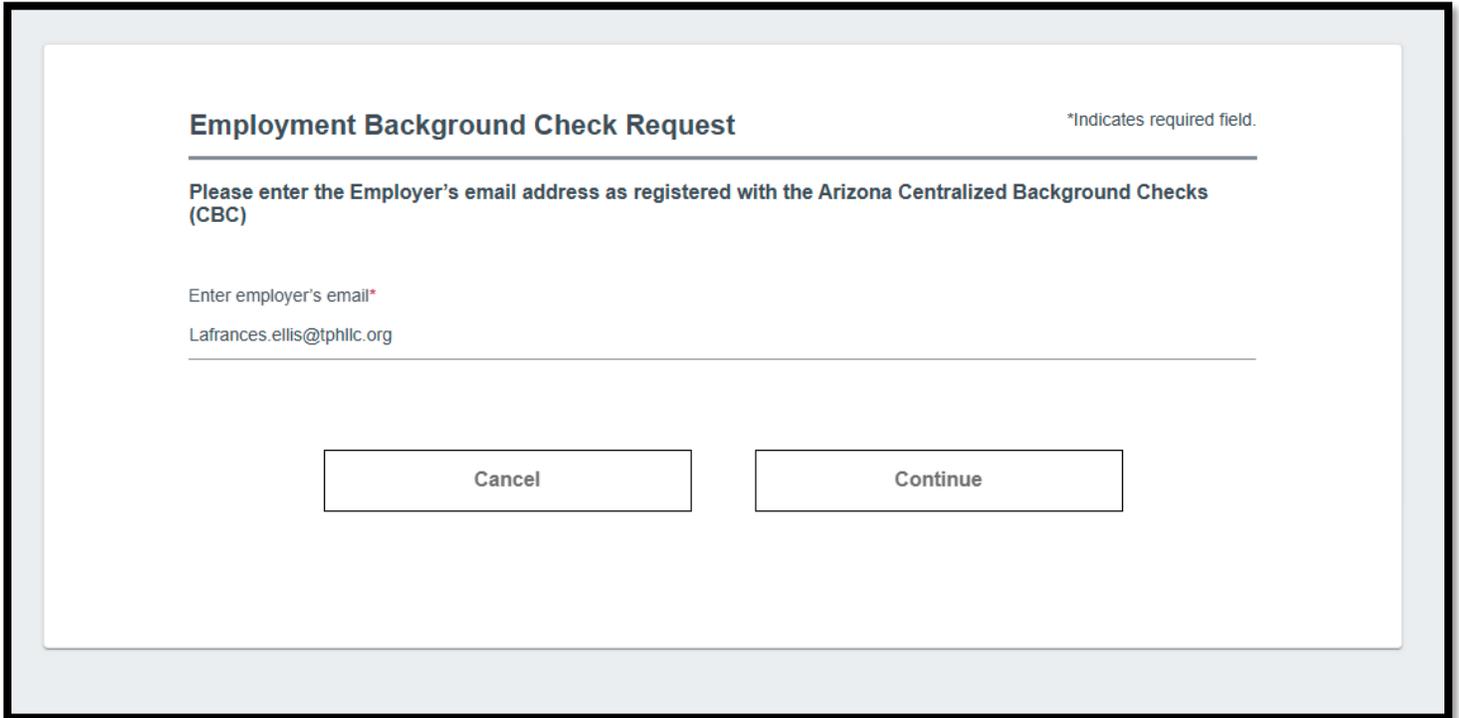
On the What Type of background Check is needed page click on **Employment** then click continue.



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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: Lafrances.ellis@tphllc.org then click continue.



The screenshot shows a web form titled "Employment Background Check Request" with a subtitle "Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)". A text input field is labeled "Enter employer's email*" and contains the email address "Lafrances.ellis@tphllc.org". Below the input field are two buttons: "Cancel" and "Continue". A legend in the top right corner states "*Indicates required field."

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*

Lafrances.ellis@tphllc.org

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Step 6

Next you will be asked if a Fingerprint Clearance Card is required for employment, you will click **No**.

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



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.**

The screenshot shows a web form with a progress bar at the top. The progress bar has four steps: Acknowledgement (active), Your Information, Signature, and Review. The main content area is titled "Request Type" and contains a red heart icon. Below the title is a section titled "What type of check will you be requesting? *". There are two checked checkboxes: "Department of Child Safety (DCS) Check" and "Arizona Adult Protective Services (APS) Check". Below this is a section titled "Purpose and Legal Authority" with two paragraphs of text. The first paragraph explains that the request is required because the position 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). The second paragraph explains that 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. Below the text is a checked checkbox: "I have read the statement(s) above and agree to the terms therein. *". At the bottom of the form are three buttons: "Cancel", "Save", and "Continue".

Acknowledgement Your Information Signature Review

Request Type

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**

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", and "Solicitation/Contract Number or Provider ID *" with the value "381504" entered. A blue link "Add Contract Numbers" is located below the third field. Below the form is the section header "Employer Information".

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.

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Step 9

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

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

The screenshot shows a four-step progress bar at the top: Acknowledgement (checked), Your Information (checked), Signature (active), and Review (unavailable). The main content area is titled "Signature" and contains a checkbox with a consent statement: "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. *". Below this is a red line for the signature, with the text "Signature *" and "Signature is required" in red. At the bottom are three buttons: "Cancel", "Save", and "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 Lafrances.ellis@tphllc.org