

Fingerprint Clearance Card Instructions

1: Go to this website: <https://psp.azdps.gov/> - Please click on the link for an instructional video: <https://youtu.be/FZenOHNYMbI>

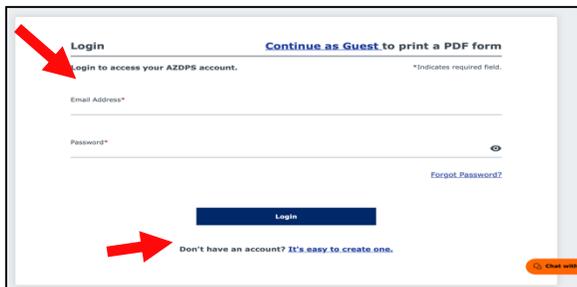
2: Select “Fingerprint Clearance Card” on the main menu



3: Select “Request a Replacement / Apply for a Card or Myself or Someone Else”, then select Continue:



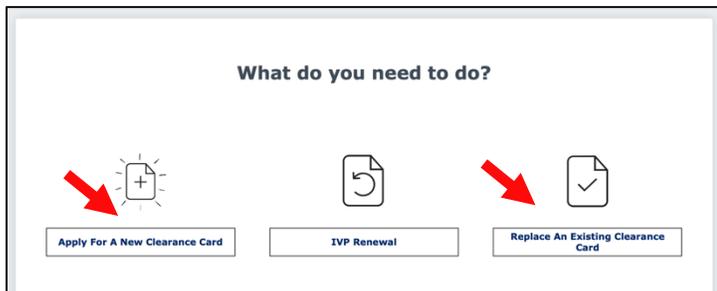
4: Login into your existing account *OR* create an account.



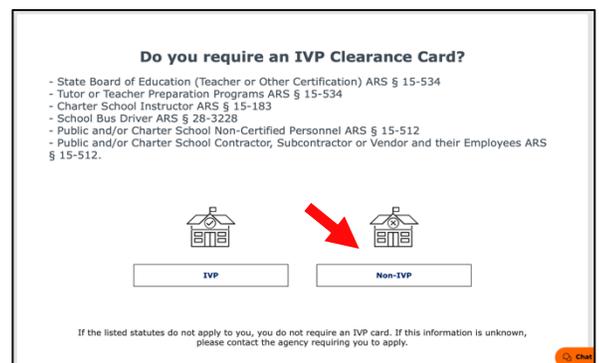
5: After you login/create account, you will either select “Yes” or “No” when asked if you have applied for a Fingerprint Card in the past



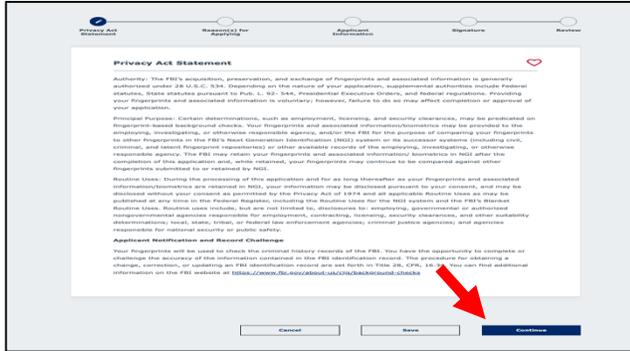
6: After you login/create account, you will either select “Apply For A New Clearance Card” or “Replace An Existing Clearance Card”



7: Select “Non-IVP” since you won’t be working or volunteering in a public or charter school



8: Read and select “Continue” on the Privacy Act Statement



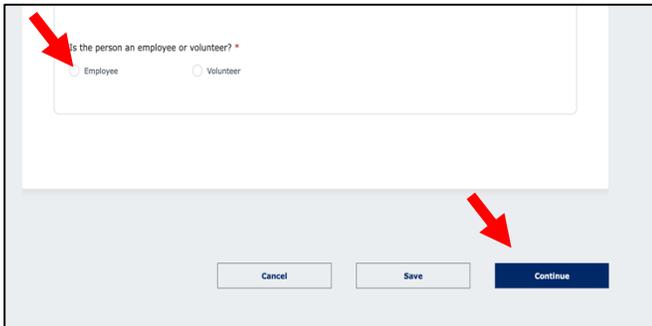
9: Reasons for Applying: Select “DES – DDD/HCBS - Home and Community Based Services ARS § 36-594.01”



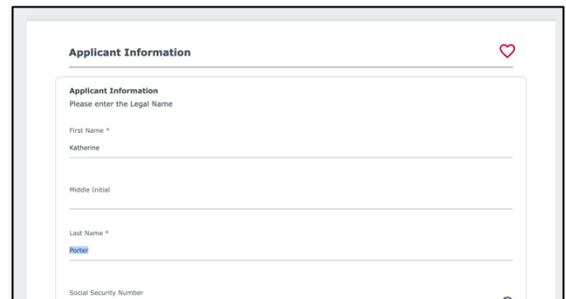
Department of Economic Security (DES)

- DES - Certified Child Care Provider and Non-Certified Relative Provider ARS § 41-1964 and ARS § 46-141
- DES - CCR and R Registered Home ARS § 41-1967.1
- DES - DAAS Division of Aging and Adult Services ARS § 46-141
- DES - DDD/HCBS - Home and Community Based Services ARS § 36-594.01
- DES - DDD - Developmental Home Licensure ARS § 36-594.02
- DES - Employee ARS § 41-1968
- DES - IT Position ARS § 41-1969
- DES - JOBS Program ARS § 46-141
- DES - WIOA - Workforce Innovation and Opportunity Act ARS § 46-141
- DES - Domestic Violence/Homeless Shelter ARS § 36-3008 and ARS § 46-141

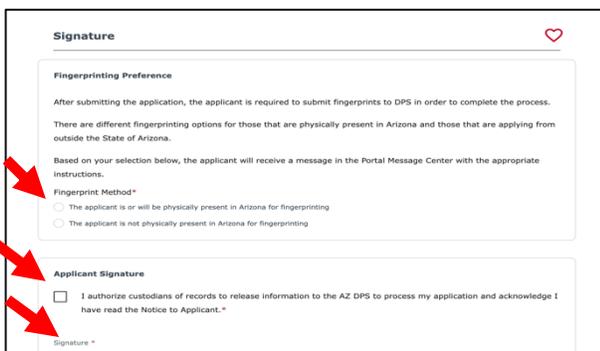
10: Scroll down the pages of “reasons for applying” and Select Employee and select continue.



11: Fill in your personal information (you do not need to fill in employment information)



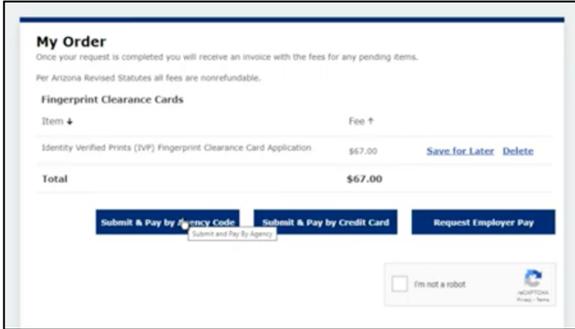
12: Select whether you will be physically present in Arizona, and sign the application.



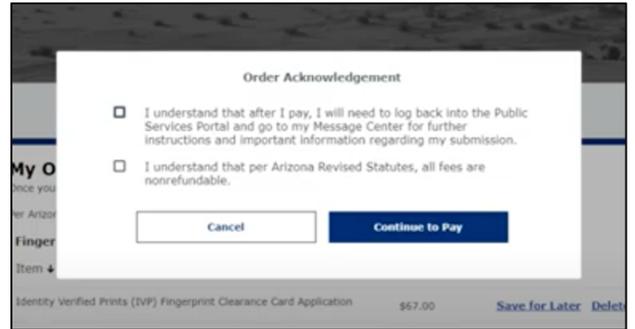
13: Review Fingerprint Application for accuracy.



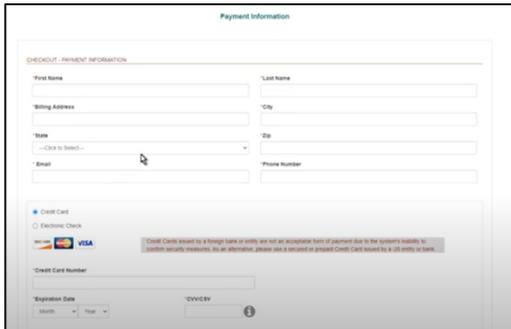
14: Pay for the processing of your Fingerprint Card. It is \$67. You will be reimbursed for this expense. Please save and send your receipt to ARIZONA LIONHEARTS.



15: Acknowledge that you understand you need to log back in and read the Message Center for further instructions.



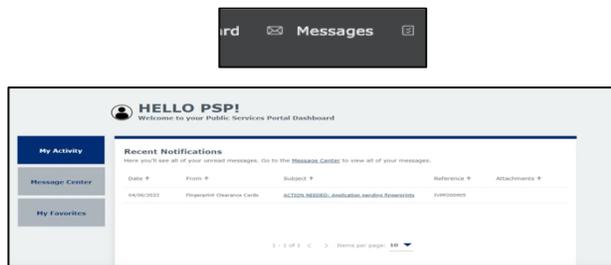
16: Enter your payment information.



17: Once you have paid, it will link you back to the homepage. You **MUST** log back into your portal account



18: Go to your message center. You will be sent information in the Portal Message Center with **detailed instructions on where and how to submit your fingerprints.**



19: You **MUST** get your fingerprints completed for your application to be processed. Follow instructions in message.





20: Field Print is the company that AZ DPS has contracted with to do the digital fingerprinting. The link will be in the message from your AZDPS portal.

21: Schedule an Appointment with your Reference number from the Message Center on your AZDPS Portal. To begin, click Schedule an Appointment. You are then prompted to create a username and password. Then, you are required to enter your personal and demographic information. From there, you can schedule an appointment at a location, date and time most convenient for you.

22: Once you are registered, a confirmation window will appear with a Barcode and Confirmation number. **YOU WILL NEED THIS INFORMATION!** Print the page with the Barcode and Confirmation number *or* take a screenshot and save to your phone/computer. You will need this information with you at the Fingerprint Site.

23: FYI: You will need two (2) forms of identification (at least one (1) of which must be a valid government-issued photo ID), your appointment number and your AZDPS reference number.

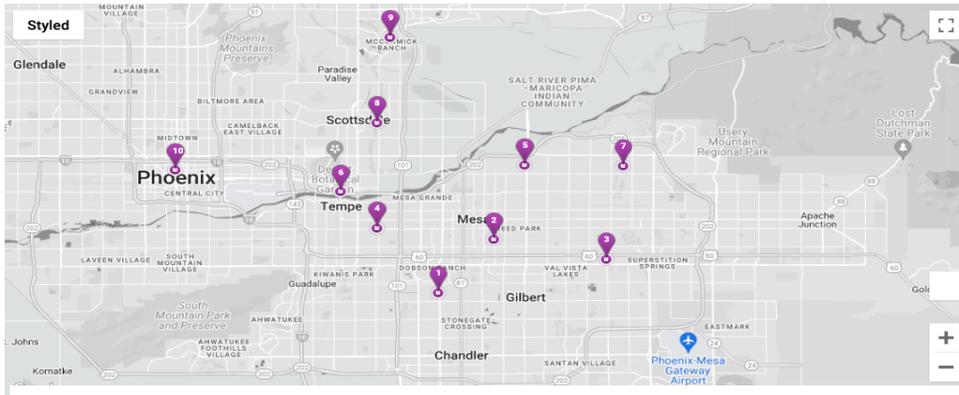
Acceptable Primary IDs include:

- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

Acceptable Secondary IDs include:

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American tribal document
- Permanent Resident Card (I-551)

24: Fingerprint Sites. Below are Field Print locations where you can get your fingerprints taken.



ADDRESS	CITY	DISTANCE	HOURS OF OPERATION
1. 3150 North Alma School Road	Chandler, AZ	3.6 mi	M TU W TH F 08:00 AM - 04:30 PM SA 08:00 AM - 11:00 AM Appointment required
2. 747 East Southern Avenue	Mesa, AZ	5.8 mi	M TU W TH F 06:00 AM - 06:00 PM Appointment required
3. 1496 North Higley Road	Gilbert, AZ	7.4 mi	M TU W TH F 09:00 AM - 06:00 PM SA 09:00 AM - 04:00 PM Appointment required
4. 2330 South McClintock Drive	Tempe, AZ	8.2 mi	M TU TH F 07:20 AM - 04:10 PM W 07:20 AM - 04:30 PM SA 09:20 AM - 11:30 AM Appointment required
5. 2036 North Gilbert Road	Mesa, AZ	10.1 mi	M TU W TH F 08:00 AM - 03:00 PM Appointment required
6. 60 East Rio Salado Parkway	Tempe, AZ	10.9 mi	M TU W TH F 09:00 AM - 04:00 PM Appointment required
7. 5616 East McKellips Road	Mesa, AZ	11.8 mi	M TU TH F 08:20 AM - 03:00 PM Appointment required
8. 3370 North Hayden Road	Scottsdale, AZ	13.3 mi	M TU W TH F 12:00 PM - 05:00 PM Appointment required
9. 8390 East Via De Ventura	Scottsdale, AZ	17.6 mi	M TU W TH F 10:00 AM - 04:30 PM SA 10:00 AM - 03:00 PM Appointment required
10. 2 North Central Avenue	Phoenix, AZ	17.6 mi	M TU W TH F 08:30 AM - 04:30 PM Appointment required

25: Once you have been physically fingerprinted, notify ARIZONA LIONHEARTS so we can check the online system.

26: Once your fingerprint card arrives in the mail, please send ARIZONA LIONHEARTS a copy of the front and back of the card.