

#### **Fingerprint Clearance Card Instructions**

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

2: Select "Fingerprint Clearance Card" on the main menu



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



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



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



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

Have you applied for a DPS Fingerprint Clearance Card in the past?
Do not show this again

7: Select "Non-IVP" since you won't be working or volunteering in a public or charter school

	Do you require	an IVP Clea	rance Card?	
<ul> <li>State Board</li> <li>Tutor or Teac</li> <li>Charter School Bus D</li> <li>School Bus D</li> <li>Public and/or</li> <li>Public and/or</li> <li>§ 15-512.</li> </ul>	of Education (Teacher or Ot her Preparation Programs / Jol Instructor ARS § 15-183 hriver ARS § 28-3228 r Charter School Non-Certifi r Charter School Contractor,	her Certification) IRS § 15-534 ied Personnel ARS , Subcontractor or	ARS § 15-534 § 15-512 Vendor and their Er	nployees AF
	IVP		Non-IVP	



#### ${f 8}$ : Read and select "Continue" on the Privacy Act Statement



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

Is the person an em	playee or volunteer? *			
Employee	Volunteer			
			•	
	Cancel	Save	Continue	
	Cancer	Save	Continue	

 $12: \mbox{Select whether you will be physically present in Arizona, and sign the application.}$ 



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

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ſ	Dep	partment 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 $\S$ 46-141
T		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

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

Applicant Information	V
Applicant Information	
Please enter the Legal Name	
First Name *	
Katherine	
Middle Initial	
Last Name *	
Porter	

### 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.

Per Arizona Revised Statutes all fees are nonrefundable.		
Fingerprint Clearance Cards		
Item +	Fee †	
Identity Verified Prints (IVP) Fingerprint Clearance Card Application	\$67.00	Save for Later Delete
Total	\$67.00	
Submit & Pay by Agency Code Submit & Pay Gonn and Pa Jacob	by Credit Card	Request Employer Pay

16: Enter your payment information.

ECOLO - REALEST RECENTION		
First Name		'Last Name
Billing Address		'ory
State		29
Click to Select	R	"Phone Number
Credit Card		
Electronic Check	Credit Cards issued by a foreign bank or enti- confirm security measures. As an alternative	By are not an acceptable form of payment due to the system's leability to please use a secured or prepard Credit Card Issued by a US entity or bark.
"Credit Card Number		

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



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

	Order Ackno	wledgement	
	I understand that after I pay, I Services Portal and go to my M instructions and important info	will need to log back into the Public essage Center for further mation regarding my submission.	
<b>0</b>	I understand that per Arizona R nonrefundable.	levised Statutes, all fees are	
Arizon	Cancel	Continue to Pay	
m 4			

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



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

	×
fingerprints	ion pending
From: Fingerprint Clearance Cards	Date: 04/06/2022
psp test's application has been submitted. Reference/Application Number is IVP number as you will need it for fingerprintin	psp test's P200905. Please keep this ng.
Those present in Arizona have the option ways.	to submit fingerprints in two
1. Eleitphic Fingerprinting -Fingerprin from the electronic fingerprinting vendor, must first register and pay for the fin- gemalto before proceeding to a finge	ts will be submitted to DPS Gemalto. <u>The applicant</u> gerprinting services with print site.
After the applicant registers with Gemalto a Gemalto Registration ID to take to the G	, the applicant will be given Semalto fingerprint site.
Register at this site first: https://pci.aps.gemalto.com/azperlpub/la	nding.pl
2. Paper Fingerprinting -Fingerprints w	ill be submitted to DPS on a



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 governmentissued 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.

Styled			R D
Phoenix Mountains Preserve	MCC MICK RANCH		mou
ALHAMBRA Pare Va CRANDVIEW	alise	SALT RIVER PIMA -MARICOPA INDIAN	
CAMELBACK SI	cottscore	COMMONITY	Lost Dutchman State Park
		8 8	Mountain Regional Park
Phoenix CENTRAL CITY Gar	n MESA GRANDE	2	
- ton Rive	Mes 2	D PARK	Apache Junction
LAVEEN VILLAGE SOUTH VILLAGE MOUNTAIN VILLAGE	DOBSON NCH	VAL VISTA SPRINGS	
Guadalupe		Silbert	Gold
Mountain Park and Preserve	STONEGATE		EASTMARK
Village	Chandler	SANTAN VILLAGE Phoenix-	Mesa 20
		202 Airpo	ri -
ADDRESS	CITY	DISTANCE 👻	HOURS OF OPERATION
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
747 East Southern Avenue	Mesa, AZ	5.8 mi	M TU W TH F 06:00 AM - 06:00 PM Appointment required
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
2330 South McClintock Drive	Tempe, AZ	8.2 mi	M TU TH F 07:20 AM - 04:10 PM W 07:2 AM - 04:30 PM SA 09:20 AM - 11:30 AM Appointment required
2036 North Gilbert Road	Mesa, AZ	10.1 mi	M TU W TH F 08:00 AM - 03:00 PM Appointment required
60 East Rio Salado Parkway	Tempe, AZ	10.9 mi	M TU W TH F 09:00 AM - 04:00 PM Appointment required
5616 East McKellips Road	Mesa, AZ	11.8 mi	M TU TH F 08:20 AM - 03:00 PM Appointment required
3370 North Hayden Road	Scottsdale, AZ	13.3 mi	M TU W TH F 12:00 PM - 05:00 PM Appointment required
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
). 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.