

Arizona DPS Fingerprint Card Application Instructions

- 1) Start by following this link to the **Fingerprint Card Public Service Portal** [AZDPSPublicServicesPortal](https://azdpspublicservicesportal.com)
- 2) Click **Fingerprint Clearance Card**
- 3) Click **Apply for a Card/Request a Replacement** and **Continue**
 - Create an account OR login
 - To create an account:
 - **Which Best Describes You?** Choose **Individual**
 - Complete all sections, verify address, create security questions, click **Create Account**
 - Follow instructions to verify, enter One-Time Passcode that you're sent and click **Login**
 - You'll be re-routed to the home page. **What Service May We Provide?** Choose **Fingerprint Clearance Card**
 - Click **Apply for a Card/Request a Replacement** (again) and **Continue**
- 4) Continue to application
 - **Have you applied for a DPS Fingerprint Clearance Card in the past?** Yes or No (dependent on applicant)
 - **If yes**, enter the application number or clearance card number
 - **If no**, select next step from options: Apply for a new clearance card, Apply for a non-IVP renewal, Replace an existing Clearance Card
 - If applying for a new card, you'll be asked **Do you require an IVP clearance Card?** Select **Non-IVP**
 - Read the Privacy Act Statement, check the box at the bottom, and click **Continue**
 - **Reasons for Applying?** Under Additional Sponsors select **Health and Sciences Student & Clinical Assistant ARS 15-1881** then click **Continue**
- 5) Complete order
 - Complete application details. Questions designated with a red asterisk are mandatory; employment information is optional. Double-check that your address is correct. Click **Continue**
 - Check off the Applicant Signature box, type your name, click **Continue**
 - Review application details and click **Continue to My Order**
 - Choose **Submit and Pay by Credit Card** to complete your order

Please note: You will have two options for the fingerprinting itself – paper or electronic. All states now offer digital fingerprinting. However, based on proximity to a Field Print office, you may prefer to do a paper application.

6) After submitting the application and completing payment, you will receive follow-up instructions directing you to schedule your fingerprinting appointment at a Field Print location.

Frequently Asked Questions:

- 1) How much is a Level 1 Fingerprint Clearance Card? Approximately– \$70, plus Field Print fingerprinting fees
- 2) Can I get fingerprinted out of state? – Yes. All fifty states now have Field Print offices available.
- 3) How long does it take after submitting my application and fingerprints, for the Fingerprint Clearance Card to arrive? – Approximately 4-6 weeks

If you have further questions, you can reach the AZ DPS Fingerprinting team at **602.223.2279** or fingerprint@azdps.gov