

# Fingerprinting Policy

It is the policy of Educational Services, Inc. that all employees that work in public or charter school districts are required to obtain an **“Identity Verified Print” (IVP)** Fingerprint Clearance Card. In accordance with ARS 15-512, revised in the 2014 legislative session, Public and/or Charter School Contractor, Subcontractor, or Vendor & their employees and Public and/or Charter School Contractor non-certified personnel are required to have an IVP Fingerprint Clearance Card.

This applies to all ESI employees in all public and charter school district positions, both certified and classified. Certain positions may not have required an IVP Fingerprint Clearance Card (or any fingerprint clearance card) as direct employees of the school district. However, ESI is a contracted employer of the school district and/or charter school, therefore, all ESI employees working at the school district and/or charter school are mandated by law to hold a valid IVP Fingerprint Clearance Card.

Please review the [instructions on how to obtain or renew an IVP Fingerprint Clearance Card here](#).

New employees should apply for their IVP Fingerprint Clearance Card in advance to allow sufficient time for the application to process. Employees will be cleared to start working once they have an IVP Fingerprint Clearance Card in hand or when ESI can verify on the DPS website that a valid card has been issued. Employees who are renewing their IVP Fingerprint Clearance card will need to apply for a renewal prior to their current card’s expiration date to ensure a current card is always on file. ESI recommends planning several months ahead. If at any time the ESI employee’s IVP card expires or is revoked by DPS, the employee will be inactivated with ESI until a valid card is provided.

Upon receipt of the IVP Fingerprint Clearance Card, employees will need to send a copy of the card to the ESI human resources department.

**You must submit a copy of your IVP Fingerprint Clearance card. Failure to do so will prevent you from starting or continuing current employment with ESI.**

**a) Mail:** Educational Services, Inc.  
Attn: Human Resources  
14614 N. Kierland Blvd., Suite N230  
Scottsdale, AZ 85254

**c) Scan and email to** [documents@esiaz.us](mailto:documents@esiaz.us)

**d) Fax:** (480) 535-9118

**b) Document Upload:** <https://educationalservicesinc.com/document-upload>

