

IVP Fingerprint Clearance Card

How to Obtain or Renew IVP (Identity Verified Print) Fingerprint Clearance Card

Option One (online)

Submit an online application and have your prints taken digitally at a location near you.

**To renew your fingerprint card, you do not need to have your fingerprints retaken*

Step 1: Create an account on the Az Dept of Public Safety, Public Service Portal

- Go to <https://www.azdps.gov/services/public/fingerprint> and select **"Fingerprint Clearance Card Applications, Requests, and Status Checks"**
- Select Fingerprint Clearance Card and follow prompts
- Create an AZDPS Individual Account
- For the Question: "Have you applied for a DPS fingerprint Clearance Card in the past?"
 - ➔ Select "Yes" to Renew*
 - ➔ Select "No" to obtain a card for the first time
- For your Reason(s) for Applying
 - ➔ Check the box next to "Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512"
 - ➔ For your Employment Information, enter:
Educational Services, Inc.
14614 N. Kierland Blvd., Suite N230
Scottsdale, AZ 85254
(480) 719-3271
- Select Fingerprint Method - Electronic

- Submit application and enter payment information – Fee is \$67

You will receive an email from DPS with a 10-digit reference number and a link to the Electronic Fingerprinting Application Services vendor website:

<https://www.aps.gemalto.com/az/index.htm>

Step 2: Find a Location and Register on the Gemalto Website

- Search for a location: Click on "Our Locations" to find a location near you.
- Click on Register: Enter your 10-digit DPS reference number and enter payment information – Fingerprinting Fee is \$8.25

Important:

- You must bring required Identity Verification documents. Visit <https://www.aps.gemalto.com/az/WhatToBring.htm> for more info.
- You **will not** be requested to pay any fees at the fingerprint site. If you are, please contact Gemalto immediately.

Option Two (paper)

Submit a paper application and paper fingerprint card.

- Request a paper IVP Fingerprint packet from ESI, or stop by your local District office to obtain the necessary paperwork.
- You will be instructed to visit your local police station or designated vendor to obtain your fingerprints on the fingerprint card included in the packet.

Please note: If the following is not followed properly, it can result in your application being rejected by AZDPS. **The fingerprint card stays with your application and the designated vendor or police station** as there is a 'Chain of Custody' that must be followed in its entirety when submitting a paper application for an IVP fingerprint card using paper prints. Do not accept your fingerprint card back and confirm with the vendor that you are applying for an IVP (Identity Verified Print) card.

See our **Frequently Asked Questions** on the next page.



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Frequently Asked Questions

How long does it take to receive the Fingerprint Clearance Card in the mail?

- Online applications take approximately 4-6 Business Days (up to 60 days if you have a criminal history).
- Paper applications take approximately 4-6 Weeks.

What is the application fee for an IVP Fingerprint Clearance Card?

- Both the online and paper applications have the same application fee of \$67.00. There is an additional fee to have your prints taken (see *What is the fee to have my fingerprints taken?*).
- Online applicants must pay by Credit Card or Bank Debit Card.
- Paper applicants must pay by Money Order or Cashier's Check.

What is the fee to have my fingerprints taken?

- Electronically "live scanned" prints have a set fee of \$8.25.
- Online registration and payment by Credit Card is required to have your fingerprints taken electronically.
- Paper prints can cost anywhere from \$8.00 - \$30.00 depending on where you have your prints taken.

How can I check on the status of my card?

- Check your application status by logging into your DPS account, visiting https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action, or by contacting the DPS Clearance Card Team at (602) 223-2279.

