Fingerprint Clearance Card Instructions (updated June 2020)

Arizona Department of Public Safety requires fingerprints to be collected in state, so to complete the application you need to be living in Arizona. If you are not in Arizona, you should wait until you arrive to complete the application for when you officially move here.

Instructions

1) Visit the Arizona Department of Public Safety Applicant Processing Services website https://www.aps.gemalto.com/az/index.htm

2) Select “REGISTER” Apply for a background check.

3) Select “Apply for a fingerprint Clearance Card”

4) Select “New application*” if you have never had an IVP card before. If you have a current IVP Fingerprint Clearance card, please email Susan Bridgewater (sjnagel@arizona.edu) to confirm whether or not you need to renew at this time.

5) Privacy Act Statement – Accept the terms and continue
6) Select “ARS 15-534 Tutor or Teacher Preparation Programs, then proceed to the application.

7) Enter your information.
   a. Select “Volunteer”
   b. For Employer/Agency Mailing address
      Employer Name: Department of Speech, Language, & Hearing Sciences
      Address: 1131 E. Second Street, University of Arizona
      City, State and Zip Code: Tucson, AZ 85721
      Email: sjnagel@email.arizona.edu

8) Continue, verify information, and then submit the form.

9) You will receive a notice via email to confirm your registration. Once you do so, it will direct you to where you need to go to pay for the registration.

10) Once your payment is complete, you will receive a receipt page (see image on the right) that you can print to take to your nearest fingerprinting location:
    https://www.aps.gemalto.com/az/locations.htm#!/

11) At your fingerprint appointment you will need to show a current and valid form of identification. Visit this page for specific information:
    https://www.aps.gemalto.com/az/WhatToBring.ht

12) Upon receipt of your fingerprint clearance card, please send a scan or photo of the front of your card to Susan Bridgewater (sjnagel@arizona.edu).