Fingerprint Clearance Card Instructions (updated March 2021)

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 “Applying for a Fingerprint Clearance Card”
4) The site will direct you to visit the DPS Public Services Portal ([https://psp.azdps.gov/](https://psp.azdps.gov/))

5) At the DPS portal, select Fingerprint Clearance Card.

6) When you are on the DPS site, follow the instructions to “apply for a card.” Make sure to select the IVP option.
Fingerprint Clearance Card Instructions - Continued

7) You will have to create an individual account (don’t go the “guest” route) at this site to proceed.

8) After creating your account, you’ll log back in and then fill out your clearance card application. The site will ask for an employer phone number, just use the department number: 520-621-1644. Once you submit your application and it’s processed, the AZ DPS site will provide you the reference code in your message center of the DPS site. That’s the only place that it will be located, they won’t email it to you. So, you’ll need to log back in the AZ DPS site, copy the code, and then head back to the Gemalto website to apply for the card.
9) **https://www.aps.gemalto.com/az_efas** Enter your information and then log in. Select “New application***” if you have never had an IVP card before. If you have a current IVP Fingerprint Clearance card, please email the **Nickole Hayward (nhayward@email.arizona.edu)** to confirm whether or not you need to renew at this time.

10) Privacy Act Statement – Accept the terms and continue

11) Select “ARS 15-534 Tutor or Teacher Preparation Programs, then proceed to the application.

![Select the Reason(s) you are applying for a Fingerprint Clearance Card](image)

**IDENTITY VERIFIED PRINTS (IVP) APPLICATIONS**

- ARS 8-105
- DCS - Adoption
- DCS - Foster Home Licensure
- DCS - Field Employee
- DCS - Child Welfare/Adoption Agency Employee
- DCS - Emply or IT Empl of Contractor or Subcontractor
- State Board of Pharmacy - Licensure
- State Board of Pharmacy - 3rd Party Logistic Providers Representative
- DE5 - Certified Child Care Provider & Non-Certified Relative Provider
- DE5 - CCR & R Registered Home

**LEVEL 1/REGULAR APPLICATIONS**

- ARS 8-105
- DCS - Adoption
- DCS - Foster Home Licensure
- DCS - Field Employee
- DCS - Child Welfare/Adoption Agency Employee
- DCS - Emply or IT Empl of Contractor or Subcontractor
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- State Board of Pharmacy - 3rd Party Logistic Providers Representative
- DE5 - Certified Child Care Provider & Non-Certified Relative Provider
- DE5 - CCR & R Registered Home

12) 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: nhayward@email.arizona.edu
13) Continue, verify information, and then submit the form.

14) 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.

15) 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#/!

16) 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.htm

17) Upon receipt of your fingerprint clearance card, please send a scan or photo of the front of your card to the Nickole Hayward (nhayward@arizona.edu).