

# IVP Fingerprint Clearance Card

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

**Applying for an IVP card for the first time?** > Follow Steps 1, 2, & 3  
**Renewing an existing IVP card?** > Follow Step 1

## Step 1

### Complete Online Application on DPS Website

- Go to <https://psp.azdps.gov/services/fccFormTriage> and select **“Request a Replacement/Apply for a Card”**
- Create an AZDPS Individual Personal Account or Login if you have an account already.
- 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:  
**ESI**  
**14614 N. Kierland Blvd., Suite N230**  
**Scottsdale, AZ 85254**  
  
**(480)719-3271**
- Select whether you are physically present in AZ or not
- Submit & Pay by Credit Card – Application Fee is \$67
- You will receive an email from DPS notifying you that you have a new message in the AZ DPS Public Services Portal (link in email). You will need the Reference # in this email for the next step if you are applying for the first time.

## Step 2

### Find a Location & Register on Gemalto Website

- Go to <https://www.aps.gemalto.com/az/index.htm>
- Click on “Our Locations” to find a location near you.
  - Note this location for Step 3 below.
- Then using the menu at the top, click **Applicants > Online Application**. Choose the option for Fingerprint Clearance Card.
- Enter your 10-digit DPS Reference # from Step 1
- Select Credit Card payment - Fingerprinting fee is \$8.25.
- You will receive a Registration Receipt which you will need for Step 3.

## Step 3

### Visit a Location to Get Digitally Fingerprinted

- Check the hours of operation for your desired location. [aps.gemalto.com/az/index.htm](https://aps.gemalto.com/az/index.htm)

#### Important to Bring:

- Registration receipt from Step 2.
- State issued driver’s license or other form of identification as listed here: [aps.gemalto.com/az/WhatToBring.htm](https://aps.gemalto.com/az/WhatToBring.htm)
- You **will not** be requested to pay any fees at the fingerprint location because you have pre-paid during registration.

### To Check the Status of your IVP Card Application:

Visit: [https://webapps.azdps.gov/public\\_inq\\_acct/acct/ShowClearanceCardStatus.action](https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action)

Or Call DPS at (602) 223-2279

