

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 – DPS

Complete Online Application on Arizona Department of Public Safety Website

- Go to <https://psp.azdps.gov/services/fccFormTriage> and select **“Apply for a Card/Request a Replacement”**
- 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 N23
0Scottsdale, AZ 85254
(480) 719-3271
- Select whether you are physically present in AZ or not
- Submit & Pay by Credit Card – Application Fee is \$68.34
- 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 – Fieldprint

Register & Schedule Appointment on Fieldprint Website

- Go to <https://fieldprintarizona.com/individuals>
- Select **Schedule Appointment**
- New users select Sign Up to create an account
- **Reason page: You do not need a Fieldprint Code. Scroll down to select your reason: Fingerprint Clearance Card.**
- Complete the required fields.
- You will need the 10-digit DPS Reference # from Step 1.
- Employer information is same as in Step 1.
- Select a location and date/time that is convenient for you.
- Select Credit Card payment - Fingerprinting fee is \$8.25.
- You will receive an email confirmation with QR Code..

Step 3 – Attend Appointment

Get Digitally Fingerprinted

- Read your confirmation email carefully and follow instructions.
- You will **not** be requested to pay any fees at the fingerprint location because you have pre-paid during registration.

Important to Bring:

- Confirmation with QR Code from Step 2.
- Two (2) forms of identification, at least one of which must be a valid government-issued photo ID.

Check the status of your IVP application:

<https://psp.azdps.gov/services/cardStatusRequest>

Additional information on fingerprint clearance cards:

<https://www.azdps.gov/services/public-services-center/fingerprint-clearance-card>

