

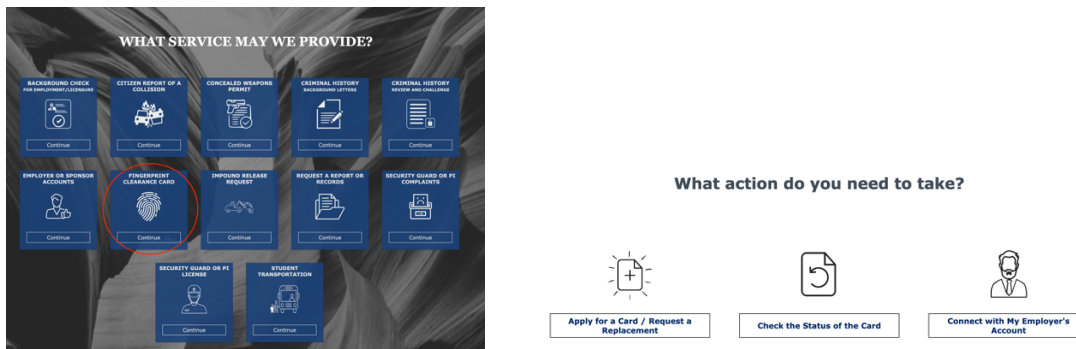
## Fingerprint Clearance Cards

Below is the link to the Arizona DPS website, where you can choose to apply for a **“Level One, IVP”** fingerprint clearance card. You will need to have a credit card ready for payment.

**Copy this url into your browser: <https://www.azdps.gov>**

Follow these steps to apply for your **Level One, IVP** fingerprint clearance card:

- 1) Under Popular Public Service Links, select “Fingerprints”;
- 2) Select “Fingerprint Card Public Services Portal;”
- 3) Select “Fingerprint Clearance Card”; then select “Apply for a Card / Request a Replacement”;



- 4) You will be prompted to create a DPS account to apply & pay for a card;
- 5) If you will be a **classified/hourly paid employee** with CFSD, select “Public and/or Charter School” “Non-Certified Personnel” as the reason for your application; **OR**
- 6) If you will be a **teacher** with CFSD, select the first option, “State Board of Education (Teacher or Other Certification)” as your reason for applying for a card;
- 7) Be sure you have selected a **LEVEL ONE, IVP** card.
- 8) If given an option for **digital rolling** choose this option. This is a faster process than paper card/ink rolling;
- 9) Continue to follow the prompts and enter a credit card number for payment;
- 10) After your payment is entered, you will receive an **Application Reference Number**. Check your DPS account **‘message center’** for additional information about where to go to have your fingerprints rolled;
- 11) Please forward your **IVPP** Application Number to CFSD’s HR Office (Elsa or Ann Marie), and we will monitor your card progress on-line. Most digital cards are processed and valid within a couple of business days.

***Cards are valid for six years and may be renewed online!***

A wallet-sized plastic fingerprint clearance card will be mailed to you at the address in your application.

***Please send us a copy of the front & back of your card for your CFSD file.***