Fingerprint Clearance Card Instructions

A Level 1 Fingerprint Clearance Card (FCC) from the Arizona Department of Public Safety (AZ DPS) is required for all students in clinical programs, even those that are completing clinicals in other states.

➢ All questions about clinical compliance can be sent to con-osaa@email.arizona.edu
➢ FAQs and General Information on the AZ DPS FCC can be found on www.azdps.gov/services/public/fingerprint
➢ For a step-by-step guide on how to submit your online application with AZ DPS, see this video.

To Begin Application

• Navigate to psp.azdps.gov and select ‘Fingerprint Clearance Card’
• Select ‘Request a Replacement / Apply for a Card for Myself or Someone Else’
• Select ‘Apply For A New Clearance Card’
  ▪ If you previously had an FCC with an IVP number, you may be able to renew online by selecting ‘IVP Renewal’
• Select if you would like either the ‘IVP’ or ‘Non-IVP’ card
  ▪ We will accept both types of cards
  ▪ IVP (Identity Verified Prints) cards make renew easier by keeping your fingerprints on file with the state.
  ▪ Depending on your choice of card type, follow the applicable directions below

For IVP

• Select if you have ever had an IVP Clearance Card
  ▪ If you have, you will be prompted to enter your IVP number
    ▪ If you have the number, you will proceed with a renewal
    ▪ If you do not have the number, you will need to contact DPS to get your number before proceeding
  ▪ If you have not, move to the next step
• Read the Privacy Act Statement and move to the next step
• Under the reason(s) for applying select BOTH
  ▪ ‘Public and/or Charter School Non-Certified Personnel ARS § 15-512’ and
  ▪ ‘Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512’
• Select ‘Volunteer’ when asked if you are an employee or volunteer
• Select ‘No’ when asked if you are applying for any other reason and move to the next step

For Non-IVP

• Read the Privacy Act Statement and move to the next step
• Under the reason(s) for applying select ONLY ‘Health and Sciences Student and Clinical Assistant ARS § 15-1881’ and move to the next step
  ▪ Located near the bottom of the page under ‘Additional Sponsors’
To Complete Application

- Complete all required (marked with red asterisk) portions of the ‘Applicant Information’
- Complete the ‘Employment Information’ exactly as follows, and then move to the next step
  - Name of Employer and/or Agency: University of Arizona College of Nursing
  - Employer’s Phone Number: (520) 626-3808
  - Employer and/or Agency Mailing Address: 1305 N MARTIN AVE
  - City: TUCSON
  - State: Arizona
  - Zip Code: 85721
- Select whether or not you will be physically present in Arizona for fingerprinting
- Check the box next to the information release authorization
- Type your full legal name for your signature and then move to the next step
- Review all information carefully
  - Select ‘Continue to My Order’ to proceed if everything is correct
- Submit payment and complete application order

After Application Submission

- You must submit your fingerprints to AZ DPS to complete your application
  - You will receive a message through your AZ DPS online profile (https://psp.azdps.gov/account/login) with instructions on how to complete your fingerprints
  - For applicant’s instructed to submit their fingerprints electronically:
    - Locate an approved fingerprinting facility at: https://www.aps.gemalto.com/az/index.htm
      - If you are present in Tucson, University Postal on Speedway Blvd is an approved vendor near campus that offers electronic fingerprinting: http://universitypostal.com/
  - For applicants instructed to submit their fingerprints via mail:
    - You must submit your fingerprints via mail to AZ DPS using the Form FD-258
    - For information on how to obtain, complete, and submit Form FD-258 see Form FD-258 Guide
    - A completed Form FD-258 is not the same as a Fingerprint Clearance Card and will not be accepted in place of one.
- Once your application is submitted, paid for, and your fingerprints are received by AZ DPS you can track the status of your application through your AZ DPS online profile (https://psp.azdps.gov/account/login)
  - If you have not received your physical Level 1 Fingerprint Clearance Card before your compliance deadline, you can upload proof of your approved application to temporarily meet the compliance requirement.
- A front and back copy of a Level 1 Fingerprint Clearance Card (as shown below) must be provided to fully meet the compliance requirement.

![Fingerprint Clearance Card](image_url)