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 completing clinical hours in the state of Arizona. A front and back copy of the AZ DPS FCC (pictured below) must be provided to fully meet the compliance requirement.

➢ 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 an Application for a New Card

• Navigate to https://psp.azdps.gov/
• Select ‘Fingerprint Clearance Card’
• Select ‘Request a Replacement / Apply for a Card’
• Create an AZ DPS account. If you already have an account, proceed with logging in.
• Select ‘Apply For A New Clearance Card’
• Select ‘IVP’ (Identity Verified Prints) or ‘Non-IVP’ card. Follow the directions below for the type you choose.
  o The CON will accept both types of cards
  o Both cards are valid for 6 years and have the same fees.
  o The only difference between the two is:
    ▪ IVP card applicants who cannot be fingerprinted in AZ, must wait for AZ DPS to mail the required documents for fingerprinting, which may cause delays.
    ▪ When renewing an IVP card you may not need to resubmit your fingerprints, saving you time.
    ▪ When renewing a non-IVP card you must submit a new application and will be required to resubmit your fingerprints.

IVP Application

• Select if you have ever had an IVP Clearance Card
• Read the Privacy Act Statement and select ‘Continue’
• Under the reason(s) for applying select BOTH
  o ‘Public and/or Charter School Non-Certified Personnel ARS§15-512’
  and
  o ‘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

Non-IVP Application

• 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
  o Located near the bottom of the page under ‘Additional Sponsors’
To Complete the Online Application

- Complete all required portions of the ‘Applicant Information’
- Complete the ‘Employment Information’ exactly as follows:
  - 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
- Review all information carefully
  - Select ‘Continue to My Order’ if everything is correct
- Submit payment and complete application order

After Online Application Submission: Submit Your Fingerprints

- You will receive a message through your AZ DPS online profile (https://psp.azdps.gov/account/login) with options/instructions on how to complete your fingerprints.
- Applicants submitting electronic fingerprints (only available to applicants physically present in Arizona):
  - 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 submitting physical ink fingerprints via mail (required for out-of-state applicants):
  - You must submit your fingerprints via mail to AZ DPS using the paper FD-258 Form
    - For information on how to obtain, complete, and submit FD-258 Form see FD-258 Form Guide
      - A completed FD-258 Form (pictured below) is not the same as a Fingerprint Clearance Card and will not be accepted in place of one.
      - The FD-258 Form is sometimes referred to as a “fingerprint card” since it is the card (paper) you put your ink fingerprints on, but if it is not mailed to AZ DPS your application will remain incomplete. Meaning, you will not be issued the Fingerprint Clearance Card and will not be compliant.
  - If you have submitted an IVP application and are submitting your fingerprints via mail, you must wait for AZ DPS to mail you the required fingerprinting documents.
- 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 or through the AZ DPS Application Status Webpage.
  - If you have not received your physical Level 1 Fingerprint Clearance Card before your compliance deadline, you can upload proof (screenshot) that your card has been issued/approved to temporarily meet the compliance requirement.