If you are submitting your fingerprints via mail (required for all out-of-state applicants), you must use FD-258 Form. If a completed FD-258 Form is not mailed to AZ DPS, your Fingerprint Clearance Card application will remain incomplete. Please note, 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 it is not the same as a Fingerprint Clearance Card and cannot be accepted in place of one.

Below the process to obtain and submit FD-258 Form is outlined for IVP and Non-IVP card applicants. The process is different for the two types of cards, so please review carefully. Please see the Fingerprint Clearance Card Instructions for information on how to apply for the AZ DPS Fingerprint Clearance Card if you have not submitted your application.

For IVP Applicants

- You must wait to receive the envelope with the required documents via mail from AZ DPS
- Once you have received the documents from AZ DPS, you must take all required items, as listed on the fingerprint card request notice, to a facility that offers identity verified fingerprinting.
- The person taking your fingerprints must complete the required section of the fingerprint card request, take your fingerprints, and mail the request and FD-258 Form to AZ DPS in the blue envelope provided.
  - The person completing your fingerprints is not permitted to give you the FD-258 Form back.
  - FD-258 Forms that are not submitted by the person completing the fingerprinting will not be processed.

For Non-IVP Applicants

To Obtain Form FD-258

Either...

- Contact your local law enforcement agency or professional fingerprinting services for information on where to obtain the FD-258 Form, OR
- Contact CON-OSAA@arizona.edu and request the form be mailed to you, OR
- Contact AZ DPS to request the form be mailed to you (typically the slowest option)

To Complete Form FD-258

- Contact your local law enforcement agency or professional fingerprinting service to have your fingerprints completed.
- On the top of the form, complete all sections highlighted in yellow on the example below. Use this example and the table on the next page to ensure you complete the form correctly.

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For IVP Applicants

[Instructions for completing the FD-258 form for IVP applicants]

For Non-IVP Applicants

[Instructions for obtaining and completing the FD-258 form for Non-IVP applicants]

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University of Arizona College of Nursing
1305 N Martin Ave
Tucson, AZ 85721

Fingerprint Clearance Card
ARS 41-1758-01 & 41-1758-02

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Effective: 3/9/2023

All prior versions of this policy and related material are obsolete.
<table>
<thead>
<tr>
<th>SECTION</th>
<th>HOW TO COMPLETE</th>
</tr>
</thead>
</table>
| ENTIRE FD-258 FORM | - Type or print legibly, in **black ink only**  
- Stay within the blocks; do not overlap the blue lines  
- Use no more than one correction paper tab per fingerprint block (where prints are rolled)  
- Do not write in the fingerprint block except “amp” (amputated) or “bnd” (finger bandaged)  
- **Do not staple** anywhere on the card  
- **Do not fold** the form                                                                 |
| NAME           | Must exactly match the name on the application                                                                                             |
| SIGNATURE      | Sign your legal signature                                                                                                                 |
| RESIDENCE      | Enter your **residence** address, not your **mailing** address (unless they are the same).                                                   |
| EMPLOYER AND ADDRESS | If not pre-filled on the form, enter the information on the example above                                                                     |
| REASON FINGERPRINTED | If not pre-filled on the form, enter the information on the example above                                                                     |
| ALIASES/AKA    | Enter any other names ever used in an official/legal capacity, including **maiden name**.                                                   |
| YOUR NO. (OCA) | If not pre-filled on the form, enter the information on the example above                                                                     |
| MISCELLANEOUS NO. (MNU) | Enter your unique reference number  
- Located in your AZ DPS account online message center  
- If this is not included on or with the form, your application will not be processed |**SEX**                                         | • F = Female  
• M = Male                                    |
| RACE           | • A = Asian/Pacific Islander  
• B = Black  
• I = American Indian/Alaskan Indian  
• U = Unknown  
• W = White or Hispanic                         |
| HEIGHT (HGT)   | Express in feet and inches; EX: 5’9”  
- Do not use fractions of an inch; round off to the nearest inch.  
- Do not use metric system                      |
| WEIGHT (WGT)   | Express in pounds. EX: 139 lb  
- Do not use fractions of a pound; round off to the nearest pound.  
- Do not use metric system                      |
| EYE COLOR      | • BLK = Black  
• BLU = Blue  
• BRN = Brown  
• GRN = Green  
• GRY = Gray  
• HZL = Hazel  
• MAR = Maroon  
• MUL = Multicolored  
• PNK = Pink  
• XXX = Unknown                                     |
| HAIR COLOR     | • BLK = Black  
• BLN = Blonde  
• BLU = Blue  
• BRN = Brown  
• GRY = Gray  
• ONG = Orange  
• PLE = Purple  
• PNK = Pink  
• RED = Red or Auburn  
• SDY = Sandy  
• WHI = White  
• XXX = Unknown or completely bald                  |
| DATE OF BIRTH  | Enter in MM/DD/YYYY format                                                                                                                |
| PLACE OF BIRTH | Enter the two-letter state abbreviation or spell out a foreign country.                                                                 |

**To Submit Form FD-258**

Mail in a large secure envelope addressed to:
- Applicant Clearance Card Team  
  PO Box 18390 – MD 3180  
  Phoenix, AZ 85005-83690