



FD-258 Form Guide

This document outlines the process to obtain and submit FD-258 Form for IVP and Non-IVP card applicants. The FD-258 Form must be used by applicants that are submitting their fingerprints to the Arizona Department of Public Safety (AZ DPS) via mail. If utilized, an applicant must have their fingerprints physically rolled onto FD-258 Form in ink by a professional fingerprinting service. Please see the [Fingerprint Clearance Card Instructions](#) for information on how to apply for the AZ DPS Fingerprint Clearance Card and submit electronic fingerprints, if you are not completing the FD-258 Form.

Please note:

- All applicants are eligible to submit their fingerprints electronically via Fieldprint and we do recommend completing fingerprints electronically. It saves a significant amount of processing time.
 - However, any applicant may submit via mail by completing their fingerprints using the FD-258 Form if they are unable or prefer not to complete electronic fingerprinting.
- Every applicant should only submit their fingerprints **once**, unless specially instructed otherwise by AZ DPS.
- The FD-258 Form is sometimes referred to as a “fingerprint card” since it is **cardstock** paper that ink fingerprints are placed on, but it is not the same as a Fingerprint **Clearance** Card and cannot be accepted in place of one.

IVP Applicants

- You must [contact AZ DPS directly](#) and request the **FD-258 Form** for IVP fingerprinting.
- Once requested, you must **wait to receive the envelope with the required documents via mail** from AZ DPS
 - If you have not received your envelope in 10 business days, please contact AZ DPS directly.
- 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.

Non-IVP Applicants

Obtaining and Completing Form FD-258

- Locate a professional fingerprinting service that can complete ink fingerprinting.
 - [PrintScan](#) has locations throughout the United States, most of which can complete ink fingerprinting.
 - If you cannot use PrintScan, search for a service that offers ink fingerprinting on an FD-258 Form.
- Fill in your personal information at the top of the form, following the guidelines on the next page.
- When filling out the form, please be sure to:
 - Type or print legibly, in **black ink only**
 - Stay within the blocks; **do not overlap the blue lines**
 - **Do not write in the fingerprint block** except “amp” (amputated) or “bnd” (finger bandaged)
 - **Do not staple or fold** the card

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

SECTION	HOW TO COMPLETE
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 following: University of Arizona College of Nursing 1305 N Martin Ave Tucson, AZ 85721
REASON FINGERPRINTED	If not pre-filled on the form, enter the following: Fingerprint Clearance Card ARS 41-1758-01 & 41-1758-02
ALIASES/AKA	Enter any other names ever used in an official/legal capacity, including maiden name .
CITIZENSHIP (CTZ)	Enter your country of citizenship, if not the United States
YOUR NO. OCA	Leave blank
UNIVERSAL CONTROL NO. (UCN)	Leave blank
ARMED FORCES NO. (MNU)	Leave blank
SOCIAL SECURITY NO. (SOC)	Enter your Social Security Number or leave blank, if you do not have an SSN
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
ORI	If not pre-filled on the form, enter the following: AZDPS2000 DPS-AFIS OPERTNS PHOENIX, AZ
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; using whole numbers (e.g. do not use fractions or decimals). EX: 5'9"
WEIGHT (WGT)	Express in pounds, using whole numbers (e.g. do not use fractions or decimals). EX: 139 lb
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.