



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

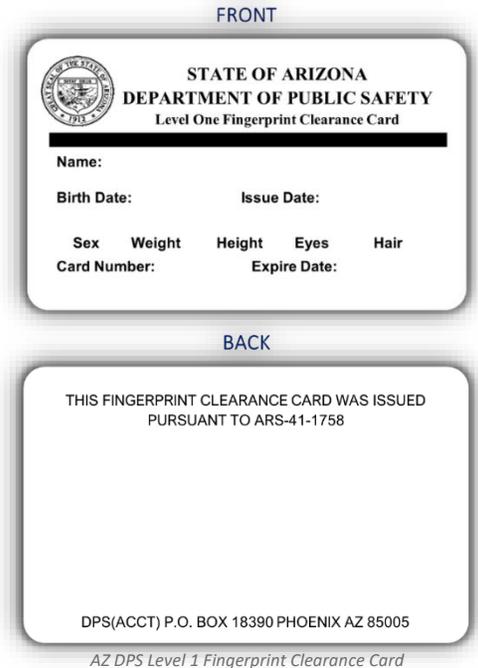
- Navigate to <https://psp.azdps.gov/>
- Select 'Fingerprint Clearance Card'
- Select 'Request a Replacement / Apply for a Card'
- Create an AZ DPS account. If you already have an account, proceed with logging in.
- Select 'Apply For A New Clearance Card'
- Select 'IVP' (Identity Verified Prints) or 'Non-IVP' card. Follow the directions below for the type you choose.
 - The CON will accept both types of cards
 - Both cards are valid for 6 years and have the same fees.
 - 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**
 - '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

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
 - 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 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://university-postal.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** (pictured below) is **not the same as a Fingerprint Clearance Card** and will not be accepted in place of one
 - Please keep in mind, that if you have submitted an IVP application and are instructed to submit 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 (<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.

The image shows a Form FD-258 fingerprint card. At the top, it has fields for 'APPLICANT' (70000000000572), 'LAST NAME', 'FIRST NAME', 'MIDDLE NAME', and 'DATE OF BIRTH'. Below this is a grid of ten fingerprint impressions, labeled 'R-1' through 'R-10'. At the bottom, there is technical information including 'Cross Match Technologies GUARDIAN 6203S B2010' and 'Xerox FingerPrint Card 4982013 2:12:30 PM'. A large, semi-transparent red watermark is overlaid on the card, reading 'NOT THE FINGERPRINT CLEARANCE CARD DO NOT SUBMIT TO CASTLEBRANCH'.

Form FD-258