



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](#) and [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 **not** completing their fingerprints in AZ, must wait to receive a fingerprinting packet from AZ DPS via mail, which will likely cause delays (see p.2 for more information).
 - Non-IVP applicants, regardless of location, may obtain the fingerprinting form (FD-258) from anywhere, so long as the form is valid (see p.2 for more information).
 - 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.



AZ DPS Level 1 Fingerprint Clearance Card

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' 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 in Arizona at the time of fingerprinting, regardless of which state you are a resident of):
 - Locate an approved fingerprinting facility at: <https://arizonalivescan.com/fingerprint-locations/>
- For applicants submitting **physical ink fingerprints via mail** (required for applicants out-of-state at the time of fingerprinting, regardless of which state you are a resident of):
 - 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 often referred to as a "fingerprint card" since it is the *card* (cardstock paper) you put your ink *fingerprints* on, but it must be mailed to AZ DPS to complete your application so you can be issued the Fingerprint Clearance Card.
- You can track the status of your application through your AZ DPS Online Profile or through the [AZ DPS Application Status Webpage](#).
 - If it has been 3+ weeks since you submitted your electronic or mail fingerprints to AZ DPS, and your status still shows as 'IN PROCESS' please contact the [AZ DPS Clearance Card Team](#) directly to confirm if they received your prints.
 - If you have not received your physical Level 1 Fingerprint Clearance Card before your compliance deadline, but your status shows 'ISSUED' or 'VALID', you can upload a screenshot showing that status to temporarily meet the compliance requirement. When you receive your physical card, please upload that.

The image shows a Form FD-258, which is a fingerprint card. It features a header section with fields for 'APPLICANT', 'TEST, TEST', and 'TEST, TEST'. Below the header, there are several rows of fingerprint impressions, each labeled with a number (1-10) and a letter (L or R) indicating the hand and finger. The form is overlaid with large, bold, red text that reads: "NOT THE FINGERPRINT CLEARANCE CARD DO NOT SUBMIT TO CASTLEBRANCH".

Form FD-258