

How to Obtain a Level 1 Fingerprint Clearance Card (Non-IVP)

The cost of a Level 1 Fingerprint Clearance Card (Non-IVP) is \$67.00, and the service fee is \$8.25. You will need either your supervisors credit card to pay for it or you can pay for it personally and submit for reimbursement.

Step 1... Visit DPS Public Services Portal at <https://psp.azdps.gov/> click Fingerprint Clearance Card then Apply for a Card then Continue.

Step 2... Create an individual account by providing your name, date of birth, email and a password (at least 8 characters with 1 uppercase, 1 lowercase and 1 special character or number). Click continue and add your physical address and mailing address (your home address). Click continue to enter security questions then confirm you are not a robot.

Step 3... You will need to verify your newly created account. Check your email and click the confirmation link to verify your account. Then login. (you will be prompted to verify your identity again by receiving a One-Time-Passcode)

Step 4... Click Apply for a new Clearance Card and answer the questions

Step 5... Select the appropriate statute and click continue

- Agency Staff select **DCS-Child Welfare/Adoption Agency Employee ARS § 46-141**
- Preschool Staff select **DHS-Child Care Employees & Volunteers ARS § 36-883.02**
- Clinical Staff select **DHS-Children's Behavioral Health Programs Employees & Volunteers ARS § 36-425.03**

Step 6... Select that you can be physically present in Az for fingerprinting and sign by typing your full name. Click continue.

Step 7... Review your application then click Continue to My Order.

Step 8... The fee is \$67.00. Select Submit & Pay by Credit Card (use your supervisor's card or personal card and submit for reimbursement)

You will be provided with a **10-character reference number** that you will need to schedule the scanning of your fingerprints on the Fieldprint website. You will also need to pay for an additional service fee on the Fieldprint website (step 9)

Step 9... Visit <https://arizona.fieldprint.com> and Click "Register"

Step 10... Click "Applying for a Fingerprint Clearance Card"

Step 11... Enter the **10-character reference number** you received from DPS, your last name, date of birth and select credit card as form of payment

Step 12... Visit one of the locations listed to get your fingerprints scanned. Please visit [fieldprint locations](#) for an interactive map of all locations in Arizona

Step 13... Once you receive your card in the mail, please scan the front and back of your card to hr@cfcare.org