

# IVP Fingerprint Clearance Card

*How to Obtain or Renew IVP (Identity Verified Print) Fingerprint Clearance Card*

**Applying for an IVP card for the first time?** > Follow Steps 1, 2, & 3  
**Renewing an existing IVP card?** > Follow Step 1

## Step 1 - DPS

### Complete Online Application on Arizona Department of Public Safety Website

- Go to <https://psp.azdps.gov/services/fccFormTriage> and select **"Apply for a Card/Request a Replacement"**
- Create an AZDPS Individual Personal Account or Login if you have an account already.
- For the Question: "Have you applied for a DPS fingerprint Clearance Card in the past?"
  - ➔ Select "Yes" to Renew
  - ➔ Select "No" to obtain a card for the first time
- For your Reason(s) for Applying
  - ➔ Check the box next to **"Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512"**
  - ➔ For your Employment Information, enter:  
**ESI**  
**14614 N. Kierland Blvd., Suite N230**  
**Scottsdale, AZ 85254**  
**(480) 719-3271**
- Select whether you are physically present in AZ or not
- Submit & Pay by Credit Card – Application Fee is \$68.34
- You will receive an email from DPS notifying you that you have a new message in the AZ DPS Public Services Portal (link in email). You will need the Reference # in this email for the next step if you are applying for the first time.

## Step 2 - Fieldprint

### Register & Schedule Appointment on Fieldprint Website

- Go to <https://fieldprintarizona.com/individuals>
- Select **Schedule Appointment**
- New users select Sign Up to create an account
- **Reason page: You do not need a Fieldprint Code. Scroll down to select your reason: Fingerprint Clearance Card.**
- Complete the required fields.
- You will need the 10-digit DPS Reference # from Step 1.
- Employer information is same as in Step 1.
- Select a location and date/time that is convenient for you.
- Select Credit Card payment - Fingerprinting fee is \$8.25.
- You will receive an email confirmation with QR Code.

## Step 3 - Attend Appointment

### Get Digitally Fingerprinted

- Read your confirmation email carefully and follow instructions.
  - You will **not** be requested to pay any fees at the fingerprint location because you have pre-paid during registration.
- Important to Bring:**
- Confirmation with QR Code from Step 2.
  - Two (2) forms of identification, at least one of which must be a valid government-issued photo ID.

### To Check the Status of your IVP Card Application:

Visit: [https://webapps.azdps.gov/public\\_inq\\_acct/acct/ShowClearanceCardStatus.action](https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action)

Or Call DPS at (602) 223-2279

