Fingerprint Clearance Card Application Guidance

Apply for an IVP card: https://www.azdps.gov/services/public/fingerprint
1. Click Apply for a Card tab (center of page)
2. Click Apply for a Fingerprint Card
3. Click Fingerprint Clearance Card
4. Click “Request a Replacement / Apply for a Card for Myself”, then Continue
5. Create an account
6. Have you applied for a DPS fingerprint card in the past? No (most likely)
7. Click Apply for a New Clearance Card
8. Will you be working or volunteering in a public or charter school? Yes
9. Have you ever had an IVP card before? No
10. Read Privacy Act Statement, Continue

11. Reason for applying: State Board of Education (Teacher or Other Certification) ARS 15-534
   a. This is important to get the correct type of card for your program and eventual certification with the same card.
   b. Are there other reasons you are applying? No
   c. Continue

12. Complete your personal information
   a. It is very important to include your Social Security Number if you have one – this will allow the Arizona Department of Education to connect your certification application to your fingerprint card down the road, which will make your certification processing easier and timelier.
   b. You do not have to complete Employer information (leave blank).
   c. Continue

13. Fingerprinting Preference: Select whether you will be physically present in Arizona (preferred, as this means you can get electronically fingerprinted – which will expedite processing)
   a. If you are physically present in Tucson, University Postal on Speedway Blvd. is an approved vendor near campus that offers electronic fingerprinting: http://university-postal.com/
   b. If you are not in Arizona, you will be mailed a paper form on which to get your fingerprints at a local police station or fingerprinting agency; or you can request a full paper application to be mailed to you by emailing COE-edadvise@email.arizona.edu.

14. Review all info, Continue to my order
15. Submit and pay by credit card
16. You will be prompted to get your fingerprints taken at an approved vendor – you must be fingerprinted in order to finish processing your fingerprint card application.

Please note: this guidance is informal and intended for COE professional admission students who have not previously possessed an IVP fingerprint card. This information was accurate as of 2/25/2021. Additional questions about fingerprinting should be directed to AZ DPS, (602) 223-2279.