

Welcome to fieldprintarizona.com!

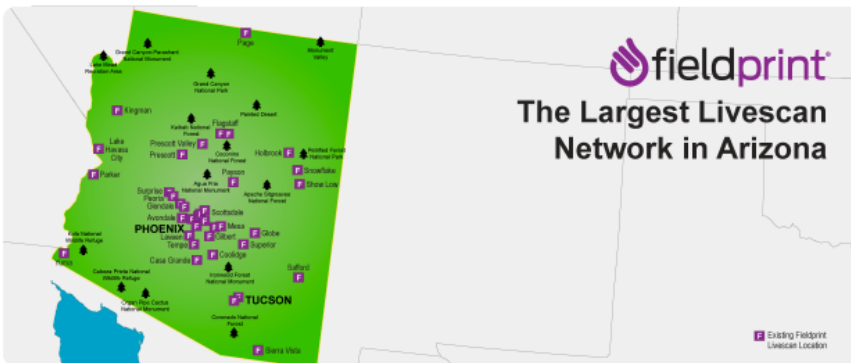
Please review the following step-by-step instructions to get your IVP fingerprint clearance card for certification and admission to your professional program at the University of Arizona College of Education!

1. On the Homepage, click Schedule an Appointment.



Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Arizona



Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

» [How It Works](#)

» [Our Locations](#)

» [FAQs](#)

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Fieldprint's fingerprinting process is quick, easy and convenient!

1 Schedule Your Visit

Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment

Visit our professional collection location and have your fingerprints scanned electronically.

3 Get Results Fast!

We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#).

2. Create a username and login (New Users – Sign Up). If you then leave the site and come back to it later, you will need to sign as an Existing User and select “Schedule an Appointment” on the right of the next screen.



English Español Français

Need More Help?
[Frequently Asked Questions](#)

By logging into this system, the user acknowledges and agrees as follows: (1) That this is a restricted computer system; (2) It is for authorized use only; (3) Use of this system constitutes consent to security monitoring and auditing; (4) Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

Required items are marked with *

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your appointment. Begin the registration process by entering your e-mail address below.

Email address: *

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address: *

Password: *

Sign In

[Forget Password?](#)

Check Status



We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)



Your information is saved as you complete each step. You can log in and continue at any time.

Welcome Back [sme@email.arizona.edu](#)

Useful Links

[Reset Password](#)

[Email Us](#)

[Test PDF](#)

[Schedule An Appointment](#)

3. The reason is **IVP – Paid Employee**. This is because you will want to use this card to become a paid employee after completing your program! This way, the card will last you for the full 6 years and will get you into the program, through your fieldwork, through certification, and into your first job. If you read the descriptions of the other card types carefully, you can see that they do not apply to teacher certification.

Reason for Fingerprinting

Applying for a Security Guard or Private Investigator Card?

You must know your Fieldprint code.

If you don't know your Fieldprint code, please visit <https://www.azdps.gov/services/public/licensing> to get your Fieldprint code. Please do not enter your ORI or ARS number, as you will not be able to proceed. (ARS example: ARS §1-001)



Continue

----- OR -----

Applying for a Clearance Card?


Click on the appropriate Select button below.


If you do not know your application type, please visit <https://www.azdps.gov/services/public/fingerprint/cardtypes> to get the application type.

Select	Enter Fieldprint Code	Provided to each applicant by the state agency responsible for payment of the fee for the Clearance Card.
Select	Clearance Card - Regular Application – Paid Employee	The applicant is licensed or seeking licensure by a state agency and is responsible for payment of the fee for the Clearance Card. This application does not apply to the Identity Verified Prints necessary for certified teachers, tutors, instructors, vendors, or contractors associated with public and/or charter schools.
Select	Clearance Card - Regular Application – Volunteer or Student	The applicant is a volunteer licensed or seeking licensure by a state agency, or a Health Science student/Clinical Assistant completing coursework for licensure by a state agency and is responsible for payment of the fee for the Clearance Card. This application does not apply to the Identity Verified Prints necessary for certified teachers, tutors, instructors, vendors, or contractors associated with public and/or charter schools.
Select	Clearance Card - Identity Verified Prints (IVP) – Paid Employee	The applicant is certified or seeking certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.
Select	Clearance Card - Identity Verified Prints (IVP) – Volunteer or Student	The applicant is a volunteer seeking certification/licensure or a student completing coursework as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.
Select	Clearance Card - Identity Verified Prints (IVP) Renewal – Paid Employee	The applicant holds a current or expired (1 year limit) Fingerprint Clearance Card and seeks renewal of certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions. By selecting this reason and entering a valid IVP Number with a matching date of birth, you are requesting AZ Department of Public Safety to use fingerprints previously submitted. You will not be prompted to schedule an appointment.
Select	Clearance Card - Identity Verified Prints (IVP) Renewal – Volunteer or Student	The applicant is a volunteer or student completing coursework and holds a current or expired (1 year limit) Fingerprint Clearance Card and seeks renewal of certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions. By selecting this reason and entering a valid IVP Number with a matching date of birth, you are requesting AZ Department of Public Safety to use fingerprints previously submitted. You will not be prompted to schedule an appointment.

4. It asks you to confirm this choice – click Continue.

Reason

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 Your information is saved as you complete each step. You can log in and continue at any time.

Confirm the reason selected for fingerprinting

Clearance Card - Identity Verified Prints (IVP) – Paid Employee

The applicant is certified or seeking certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.


If you do not know your application type, please visit <https://www.azdps.gov/services/public/fingerprint/cardtypes> to get the application type.


[Continue](#) [Back](#)

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5. Now it asks you why (“Sponsor). Click the first box, “DOE Certification (Teacher or Other)”. Then click Save and Continue.

Sponsors

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 Your information is saved as you complete each step. You can log in and continue at any time.

Check the box(es) indicating why you are applying. (Maximum of 4) Your application can not be processed without this information. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

<input checked="" type="checkbox"/>	DOE Certification (Teacher or Other)	ARS §15-534	All persons who apply for certification from the state board of education.
<input type="checkbox"/>	Tutor or Teacher Preparation Programs	ARS §15-534	Any person who participates in a teacher preparation program that is approved by the state board of education or any person who is contracted by this state, by a school district or by a charter school to provide tutoring services
<input type="checkbox"/>	Charter School Instructor	ARS §15-183	All persons engaged in instructional work directly as a classroom, laboratory or other teacher or indirectly as a supervisory teacher, speech therapist or principal.
<input type="checkbox"/>	Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees	ARS §15-512	A contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school.
<input type="checkbox"/>	Public and/or Charter School Non-certificated Personnel	ARS §15-512	Non-certificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the district but who are required or allowed to provide services directly to pupils without the supervision of a certified employee.
<input type="checkbox"/>	School Bus Driver	ARS §28-3228	Applicant for school bus driver certification.

***These statutes require a Level One card. However, if you qualify, a Level One card will be issued for any box marked on your application.

[Save and Continue](#)

6. Now you must fill out all of your personal information. This is for identity purposes. If you're not sure what to do at any point, click the question mark next to the field and it will explain.

Personal Information

Please enter your personal information below.

NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching IDs.

Acceptable Forms of ID

First Name: Middle Name: Last Name: Suffix: [Select.....]

Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases.

First Name: Middle Name: Last Name: Suffix: [Select.....]

+ Add another name

Social Security Number: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

City: [Text Field]

State: [Select.....]

Zip Code: [Text Field]

IMPORTANT: Please include your Social Security Number if possible. This expedites certification processing!

If you do not have one, enter 000-00-0000

7. Now you must fill out all of your demographics. This is for identity purposes.

Demographics

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship: [United States of America (USA)]

Place of Birth: [Select.....]

City of Birth: [Text Field]

Gender: [Select.....]

Your Height: [Select...] ft. [Select...] in.

Your Weight: [Text Field]

Eye Color: [Select.....]

Hair Color: [Select.....]

Race: [Select.....]

Save and Continue Back

8. You do not currently have an Employer, so **leave this whole page blank**. It will allow you to click Save and Continue to proceed.

fieldprint

Welcome, sme@email.arizona.edu! [Logout](#) [English](#) [Español](#)

1 2 3 4 5

Data Collection Authorization Time and Location Payment Confirmation

Need More Help?
[Frequently Asked Questions](#)

Employer

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Your information is saved as you complete each step. You can log in and continue at any time.

Please enter information below about your current or prospective employer, or the agency or organization that requires you to be fingerprinted.

Employer Name: ?

Address 1: ?

Address 2: ?

City: ?

State: ?

Zip Code: ?

Phone: ?

[Save and Continue](#) [Back](#)

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9. You must click “I agree”, type your name (which serves as your signature) and enter today’s date. Make sure your full name matches the name you entered in step 4!

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1 2 3 4 5

Data Collection Authorization Time and Location Payment Confirmation

Need More Help?
[Frequently Asked Questions](#)

Release

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Your information is saved as you complete each step. You can log in and continue at any time.

Please read and agree to the following

I authorize custodians of records to release information to the Arizona Department of Public Safety for the purpose of processing my application for a Fingerprint Clearance Card.

I Agree:

Your Full Name: ?

Today's date:

Month: / Day: / Year: ?

[Continue](#) [Back](#)

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10. Again, read through the information, click “I agree,” type your name and enter today’s date.

Welcome, [sme@email.arizona.edu!](#) [Logout](#) [English](#) [Español](#)

1 Data Collection 2 **Authorization** 3 Time and Location 4 Payment 5 Confirmation

Privacy We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Please read and agree to the following

FBI Privacy Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local,

I Agree:

Your Full Name:

Today's date: Month / Day / Year

[Continue](#) [Back](#)

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11. Then, you must schedule your appointment. For location, if you want the closest to the University of Arizona campus, you can use the College of Education address to find University Postal on Speedway.

Welcome, [sme@email.arizona.edu!](#) [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Authorization 3 **Time and Location** 4 Payment 5 Confirmation

Schedule Your Visit We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Find a Location [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.

[Find](#)

[Back](#)

Locations


Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.95 charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
1. Fieldprint Site - University Postal 1718 East Speedway Boulevard Nob Hill Shopping Center, directly across from Wells Fargo/McDonalds Tucson, AZ 85719	0.3 mi	M TU W TH F 09:30 AM - 05:00 PM SA 10:00 AM - 01:00 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing

Map: [Map](#) [Satellite](#) [Vt Lemmon](#) [Oro Valley](#) [Willow Canyon](#) [Saguaro National Park](#) [Catalina Hills](#) [Tucson](#) [Valencia West](#) [Moun](#)

12. Schedule your appointment at the location, day, and time most convenient to you. Please be sure you are available the day and time you select, as there is an appointment cancellation fee.

Location Name	Distance	Hours of Operation	Notes
 1. Fieldprint Site - University Postal 1718 East Speedway Boulevard Nob Hill Shopping Center, directly across from Wells Fargo/McDonalds Tucson, AZ 85719	0.2 mi	M TU W TH F 09:30 AM - 05:00 PM SA 10:00 AM - 01:00 PM Schedule Appointment	Livescan, Photo, 19 No Additional Fees Expedited Processing

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

6 / 28 / 2018

[Get Available Times](#)

Select an available time on:
JUNE 28, 2018

Morning: Before 12 PM

Afternoon: 12 PM - 5 PM

[Schedule](#) [Close](#)

13. The website will then walk you through the payment process. If you indicated in step 4 that you would like phone or email reminders, you should receive those in advance of your scheduled day and time.

Appointment Location

Fieldprint Site - University Postal
1718 East Speedway Boulevard Nob Hill Shopping Center, directly across from
Wells Fargo/McDonalds
Tucson, AZ 85719

[Change Time or Location](#)

Appointment date and time:

06/28/2018 at 9:30 AM

Fee Type	Fee Amount
Fieldprint Scheduling Fee	\$74.95
Your total is:	\$74.95

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.95 charge.

Credit Card

Note: This payment will appear on your credit card statement as a charge from Fieldprint.
If you use a debit card please be aware that if you enter an invalid address, a temporary hold could be placed on your bank account for the amount charged, for each payment attempt. Most card issuing banks will release the funds within a few days.

Credit Card Information





Cardholder's First Name: ?

Cardholder's Middle Name: ?

Cardholder's Last Name: ?

Credit Card Number: ?

Credit Card Type:

Expiration Date:

Month: / Year: ?

Security Code: ?

Billing Address

Address Line 1: ?

City: ?

State: ?

Zip Code: ?

14. Once you get to the final screen, you will receive an email confirmation. **PLEASE PRINT OR DOWNLOAD YOUR RECEIPT!** If you are asked to provide a receipt to prove you have applied as part of your College of Education application, please forward this to your Academic Advisor.

Confirmation

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💻 Your information is saved as you complete each step. You can log in & continue at any time.

Appointment for is scheduled for:

June 28, 2018 at 9:30 AM

🖨️ [Print Receipt](#)
📄 [Download Receipt](#)

Please print this appointment confirmation and bring it with you to your appointment. If you are unable to print this information, please be sure to provide your **Appointment Number** to the technician at the time of your appointment.

Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4364.

Your Appointment Location

Fieldprint Site - University Postal
1718 East Speedway Boulevard Nob
Hill Shopping Center, directly across
from Wells Fargo/McDonalds
Tucson, AZ 85719

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Please call us at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site.

If you decide to reschedule your appointment in the future, please return to [arizona.fieldprint.com](#), sign in as an existing user, and click on the red Reschedule link to make a new appointment.

What identification to bring?



Please print this appointment confirmation and bring it with you to your appointment. If you are unable to print this information, please be sure to provide your **Appointment Number** to the technician at the time of your appointment.

All documents must be unexpired.

If you do not bring two valid, unexpired, acceptable forms of ID your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

IDENTIFICATION REQUIRED FOR FINGERPRINTING

<p style="font-weight: bold; color: #4a4a8a; margin: 0;">Primary ID</p> <ul style="list-style-type: none"> State-issued drivers license State-issued non-driver identity U.S. Passport/U.S. Passport Card Military Identification Card Work Visa w/ Photo Foreign Passport DOD Common Access Card Foreign Drivers License 	<p style="font-weight: bold; color: #4a4a8a; margin: 0;">Secondary ID</p> <ul style="list-style-type: none"> State-issued drivers license State-issued non-driver identity U.S. Passport/U.S. Passport Card Military Identification Card Social Security Card Bank Statement/Psychcheck Stub Utility bill Credit/Debit Card Marriage Certificate Vehicle Registration/Title State Government Issued Certificate of Birth School ID w/ Photograph Voter Registration Card Draft Record Native American Tribal Document Transportation Worker Identification Credential (TWIC Card) Foreign Passport Certificate of Citizenship Certificate of Naturalization INS I-551 Permanent Resident Card
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Rescheduling Your Appointment

If you need to reschedule your appointment, please click on the link below. Please do not contact the collection site directly for all scheduling is handled by Fieldprint. Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.95 charge. Please call our support line if you need to cancel an appointment that is more than 24 hours away.

After your appointment time no refunds will be issued. If you miss your appointment you will incur additional charges to schedule another appointment.

Reschedule Appointment

15. You will receive an email confirmation after you attend your fingerprinting appointment. **SAVE THIS EMAIL!**
It contains your IVP number, which you can use to check your card status at the website they provide
(highlighted in sample email below).

-----Original Message-----

From: acctrak@azdps.gov <acctrak@azdps.gov>

Sent: Thursday, June 28, 2018 2:37 PM

To: [YOU]

Subject: Fingerprint Clearance Card Application Received

Applicant Clearance Card Team
ARIZONA DEPARTMENT OF PUBLIC SAFETY

Hello [APPLICANT],

This message is to inform you that DPS has received your fingerprint clearance card application and it is now in process. If your mailing address has changed since you submitted your application call (602)-223-2279 and provide your current mailing address to ensure you receive any correspondence regarding your application.

You can monitor the status of your application by clicking on the link below.
Once you get to the site just enter your application number which is **IVPE#####**.

http://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action

**** DO NOT REPLY TO THIS EMAIL ****

*Applications through Fieldprint Arizona are expedited faster than paper applications, so this method is recommended.
Please discuss your options with an Academic Advisor to determine what is best for you!*