

Welcome to fieldprinter.arizona.com!

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

1. Create a username and login. If you then leave the site and come back to it later, you will need to restart and select "Schedule an Appointment" on the right.

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[Frequently Asked Questions](#)

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](#)

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2. The Reason is IVP – Paid Employee. This is because you will want to use this card to become a paid employee after completing your bachelor's program! This way, the card will last you for the full 6 years and will get you into the program, through your field work and student teaching, through certification, and into your first job.

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Reason

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Reason why you need to be fingerprinted

[I know my Fieldprint Code](#)
[See More Detailed Descriptions of Reasons](#)

Select..... ?

- Select.....
- Enter Fieldprint Code
- Regular Application – Paid Employee
- Regular Application – Volunteer or Student
- Identity Verified Prints (IVP) – Paid Employee**
- Identity Verified Prints (IVP) – Volunteer or Student
- Identity Verified Prints (IVP) Renewal – Paid Employee
- Identity Verified Prints (IVP) Renewal – Volunteer or Student

my Fieldprint Code'.
n list. If the reason you must be fingerprinted is not listed here or if you do not know the reason,

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- The Sponsor is DOE Certification (Teacher or Other). Again, this is because your end goal is to become a certified teacher or educational interpreter!

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Sponsors

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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	All persons who apply for certification from the state board of education.
<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.

***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](#)

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- 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.

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Personal Information

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

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:

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:

[+ Add another name](#) ?

Social Security Number: ?

Address 1: ?

Address 2: ?

City: ?

State: ?

Zip Code:

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

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Demographics

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

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:

Place of Birth:

City of Birth:

Gender:

Your Height:
 ft. in.

Your Weight:

Eye Color:

Hair Color:

Race:

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

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

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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](#)

8. 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!

The screenshot shows the 'Release' step of the application process. At the top, the Fieldprint logo is on the left, and a navigation bar contains 'Welcome, sme@email.arizona.edu!' and a 'Logout' link. On the right of the navigation bar are 'English' and 'Español' options. Below the navigation bar is a progress indicator with five steps: 1. Data Collection, 2. Authorization (highlighted), 3. Time and Location, 4. Payment, and 5. Confirmation. To the right of the progress indicator is a 'Need More Help?' section with a link to 'Frequently Asked Questions'. The main content area is titled 'Release' and includes a lock icon and the text: 'We value your personal information and keeping it secure at ALL times. Privacy Statement' and 'Your information is saved as you complete each step. You can log in and continue at any time.' Below this is a box titled 'Please read and agree to the following' containing the text: '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.' Underneath is an 'I Agree:' checkbox, a text input field for 'Your Full Name:', and a date selection form for 'Today's date:' with dropdowns for 'Month', 'Day', and 'Year'. At the bottom of the form are 'Continue' and 'Back' buttons. At the very bottom of the page, there is a footer with the text: 'Last Login: 2/7/17 12:03 © Copyright 2009-2017. Fieldprint, Inc. Terms & Conditions Fieldprint Privacy Policy FBI Privacy Act Statement Don't see any buttons?'.

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

The screenshot shows the 'Privacy' step of the application process. The layout is similar to the previous screenshot, with the 'Privacy' step highlighted in the progress indicator. The main content area is titled 'Privacy' and includes the same lock icon and text: 'We value your personal information and keeping it secure at ALL times. Privacy Statement' and 'Your information is saved as you complete each step. You can log in and continue at any time.' Below this is a box titled 'Please read and agree to the following' containing the 'FBI Privacy Statement'. The statement text is: '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, ...'. Below the statement is an 'I Agree:' checkbox with a checkmark, a text input field for 'Your Full Name:', and a date selection form for 'Today's date:' with dropdowns for 'Month', 'Day', and 'Year'. At the bottom of the form are 'Continue' and 'Back' buttons. At the very bottom of the page, there is a footer with the text: 'Last Login: 2/7/17 12:03 © Copyright 2009-2017. Fieldprint, Inc. Terms & Conditions Fieldprint Privacy Policy FBI Privacy Act Statement Don't see any buttons?'.

10. 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.

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Schedule Your Visit

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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.

1430 E. 2nd Street Tucson, AZ 85721 Find

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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	Livescan, Photo, I9 No Additional Fees Expedited Processing

Schedule Appointment

11. Schedule your appointment at the location most convenient to you. Please be sure you are available, as there is an appointment cancellation fee.

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

13. Once you get to the final screen, you will receive an email confirmation. 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.

Applications through Fieldprint Arizona are expedited faster than paper applications, so this method is recommended if you are on a very short timeline.

Please discuss your options with your Academic Advisor to determine what is best for you!