



ARIZONA DEPARTMENT OF PUBLIC SAFETY

Applicant Clearance Card Team ☎ (602) 223-2279

📧 Mailing address: P.O. Box 18390, Phoenix, AZ 85005-8390

🏠 Physical address: 2222 W. Encanto Blvd., Phoenix, AZ 85009

You can also apply on-line at <https://www.azdps.gov/services/public/fingerprint>

THIS IS A NON-IVP APPLICATION



If you need to apply for a Fingerprint Clearance Card for any of the following reasons you must submit an IVP application, not this one:

- ADOE Certification (Teacher or other) - ARS § 15-534
- Charter School Instructor - ARS § 15-534
- Tutor or Teacher Prep Program - ARS § 15-183
- Public or Charter School Non-Certificated Personnel - ARS § 15-512
- Public or Charter School Contractor, Subcontractor or Vendor - ARS § 15-512
- School Bus Driver Certification - ARS § 28-3228

If this is the correct application, please continue

TO ENSURE YOUR APPLICATION IS PROCESSED:

- Indicate the reason you are applying on the application (if unsure, check with your employer or agency).
- Submit the correct form of payment (see application for details). Pursuant to ARS § 41-1750(J), fees are non-refundable.
NOTE: When submitting multiple applications with one payment the limit is 30 applications per money order, business check, cashier's check or State of Arizona Companion Transaction Entry/Transfer.
- Complete all the items with a ★ on the application form.
- Under **Applicant's** Complete Mailing Address on the application, enter your mailing address where you personally receive correspondence. The employers address and applicants address cannot be the same, if it's the same then you must indicate you work where you live.
- Ensure your name and identifiers on the fingerprint card are EXACTLY the same as on the application.

Failure to follow any of the above instructions will result in your application being returned to you unprocessed

Use the following FBI approved abbreviations and units of measure on the application form and fingerprint card:

Sex	<u>F</u> for Female or <u>M</u> for Male.
Race	<u>I</u> for American Indian or Alaskan Native, <u>A</u> for Asian or Pacific Islander, <u>B</u> for Black, <u>W</u> for Caucasian, or <u>H</u> for Hispanic.
Height	Please indicate your height in feet and inches (ex. 5'7"). Do not use centimeters or meters.
Weight	Please indicate your weight in pounds. Do not use kilograms.
Eyes	<u>BLK</u> for Black, <u>BLU</u> for Blue, <u>BRO</u> for Brown, <u>GRN</u> for Green, <u>GRY</u> for Gray, or <u>HAZ</u> for Hazel.
Hair	<u>BAL</u> for Bald, <u>BLK</u> for Black, <u>BLN</u> for Blonde, <u>BRO</u> for Brown, <u>GRY</u> for Gray, <u>ONG</u> for Orange, <u>PNK</u> for Pink, <u>PLE</u> for Purple, <u>RED</u> for Red or Auburn, <u>SDY</u> for Sandy, or <u>WHI</u> for White.
Place of Birth	If born in the United States, use a two-letter state code (ex. AZ for Arizona). If born outside the United States, use a two-letter country code (ex. CD for Canada or MX for Mexico). If you do not know the two-letter code of the state or country you were born in, write the full name of the state or country.

If you provide your email address on the application, you will receive notification via email regarding the status of your application.

WHERE CAN YOU GO TO GET FINGERPRINTED?

Contact your local law enforcement agency to see if they provide fingerprinting services for the public or contact a private fingerprinting service.

YOU WILL NEED TO SUBMIT ALL OF THE FOLLOWING ITEMS TOGETHER TO DPS:

1. Completed application form (white original) filled out correctly. (Keep the yellow copy for your records).
2. Fingerprint card with your fingerprints **and** with the top portion filled out.
3. Appropriate fee in one of the acceptable forms of payment made payable to DPS.

Agency Abbreviation Legend for Application

DCS - Department of Child Services	ADOT - AZ Department of Transportation
DES - Department of Economic Security	ADFI - AZ Department of Financial Institutions
DHS - Department of Health Services	ABDE - AZ Board of Dental Examiners
BPT - Board of Physical Therapy	BTR - Board of Technical Registration

GO TO THE NEXT PAGE AND READ THE "NOTICE TO APPLICANT" INFORMATION BEFORE YOU FILL OUT THE APPLICATION

Privacy Act 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 determination; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFT, 16.34. You can find additional information on the FBI website at

<https://www.fbi.gov/about-us/cjis/background-checks>

To obtain a copy of your Arizona criminal history record to review, update or correct, you can contact Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 or go to

<http://www.azdps.gov/services/public/records/criminal> to obtain a Review and Challenge packet.

KEEP THIS PAGE FOR YOUR RECORDS / DO NOT RETURN TO DPS

By signing this fingerprint clearance card application, you are acknowledging you have read this "Privacy Act Statement"



ARIZONA DEPARTMENT OF PUBLIC SAFETY

APPLICATION NUMBER

APPLICATION FOR FINGERPRINT CLEARANCE CARD (non-IVP)

Applicant Clearance Card Team (602) 223-2279

Mailing address: P.O. Box 18390, Phoenix, AZ 85005-8390

Physical address: 2222 W. Encanto Blvd., Phoenix, AZ 85009

TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK. REPRODUCTIONS WILL NOT BE ACCEPTED.

Fill out section below completely - Fields marked with a * are MANDATORY

Form fields for personal information: Name, SSN, Phone, Birth, Race, Sex, Height, Weight, Eye Color, Hair Color, Place of Birth, Mailing Address, City, State, Zip Code, Employer, and Signature.

** I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the "Notice to Applicant"

Fee information: Fee is \$67.00 if paid employee or where noted \$67, Fee is \$65.00 if volunteer or where noted \$65. Submit fees in form of money order, cashier's check, or Business Check with pre-printed business address.

If the payment enclosed exceeds the amount due and the overpayment is \$10.00 or less, by signing this application you agree to have the excess funds donated to the State General Fund. Fees are subject to change and are not refundable pursuant to ARS § 41-1750(J).

In order for your application to be processed, you MUST check the box or boxes (all that apply) to indicate why you are applying.

- Checkboxes for various categories: DCS-Adoption, DCS-Foster Home, DCS-Field Employee, DCS-Employee or IT Employee, DCS-Child Welfare, State Board of Pharmacy, DES-Certified Child Care Provider, DES-CCR & R Registered Home, DES-DAAS, DES-DDD/HCBS, DES-DDD, DES-Employee, DES-IT Position, DES-Employee or Contractor with access to Federal Tax Information, DES-JOBS Program, DES-WIOA, DES-Domestic Violence/Homeless Shelter, DHS-Child Care and Vulnerable Adult Facilities Inspections, DHS-Child Care Group Home, DHS-Child Care Employees & Volunteers, DHS-Child Care Facility Licensure, DHS-Children's Behavioral Health Programs, DHS-Residential or Nursing Care Institutions, DHS-Nursing Care Administrators & Assisted Living Facility Managers, DHS-Arizona State Hospital, DHS-IT Positions, AZ Dept. of Ed-Surrogate Parents, AZ Dept. of Ed-Child Nutrition Programs, AZ Dept. of Ed-Attend Vocational Program, ADOT-Driver Training School Licensure, ADOT-Traffic School Licensure, ADFI-Appraiser-License, ADFI-Appraisal Management/Registration, ADFI-Appraisal Management/Controlling Person, ADBE-Dentist Licensure, ADBE-Dental Therapist Licensure, ADBE-Dental Hygienist Licensure, ADBE-Denturist Certification, AZ Board of Fingerprinting, AZ Charter School Board, AZ Dept. of Agriculture-Industrial Hemp License, AZ Dept. Real Estate, Department of Juvenile Corrections, Health Science Student & Clinical Assistant, Juvenile Probation, BTR-Home Inspector Certification, BTR-Controlling Person Certification, BTR-Alarm Agent Certification, AZ Game and Fish, AZ Schools for the Deaf & Blind, BPT-Physical Therapist & Assistants Licensure, BMT-Massage Therapist Licensure.

Statutes with a * require a Level One Fingerprint Clearance Card. However, if you qualify, a Level One Fingerprint Clearance card will be issued for any box selected on the application.