IVP (Identity Verified Print) Fingerprint Clearance Card Information
(Directions for currently residing Out-of-State or International students)

- Please call the Arizona Department of Public Safety at 602-223-2279 to obtain an IVP (Identity Verified Print) application packet, which will be mailed to the student. The packet will include an application form, a blank card that the fingerprints are rolled onto, and a blue envelope. Make sure that the student requests an IVP (Identity Verified Print) packet. Non-IVP cards are not accepted.
- You will be required to fill out the top portion of both forms.
- You will need to take the packet (including the blue envelope) to your local law enforcement agency to have their fingerprints rolled. You must take a money order or cashier’s check in the amount of $67, which should be made out to the Arizona Department of Public Safety.
- Be sure the law enforcement agency who is processing the fingerprints fills out their section on the bottom of the application form. The law enforcement agency will then give you a carbon copy of the completed form. The law enforcement agency will then email your prints, completed application form, and the $67 money order or cashier’s check to the Arizona Department of Public Safety office for processing.
- **Student:** DO NOT TAKE THE PACKET WITH YOU!!! The law enforcement agency is required to mail the completed packet in the blue envelope provided, to the AZ DPS office. The blue envelope should contain: 1) the completed application form, 2) the card with the rolled fingerprints, and 3) the money order or cashier’s check made out to the Arizona Department of Public Safety, in the amount of $67.
- The blue envelope has the AZ DPS office address on it: Arizona Department of Public Safety, PO Box 18390, Phoenix, AZ 85005-9862

You should call your local law enforcement agency ahead of time to ask:
- Will the agency roll your fingerprints?
- Is there an additional charge for the law enforcement agency’s service?

**Remember:** You must keep the completed carbon copy for your records. Your IVP number is on this form (upper right-hand corner), and you will need it to check on the status of your IVP card at https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action

- Once you receive your IVP card, take a picture of both sides of the card and email to your advisor.