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

- Call the Arizona Department of Public Safety at 602-223-2279 to request an IVP (Identity Verified Print) application packet, which will be mailed to you. Or, request a packet online at https://www.azdps.gov/contact/fingerprintcard. The packet will include an application form, a blank card that the fingerprints are placed on, and a large, blue envelope. Make sure that you request 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 complete packet (including the blue envelope) to your local law enforcement agency to have your fingerprints rolled (either by ink or electronically). You must take a money order or cashier’s check in the amount of $67 with you, 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 place your prints, completed application form, and the $67 money order (or cashier’s check) in the blue envelope and they will mail the packet to the Arizona Department of Public Safety.
- **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. Again, 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? This can be done either by ink or electronically.
  - Is there an additional charge for the law enforcement agency’s service?

Remember: Keep the completed carbon copy for your records. Your IVP number is on this form (upper right-hand corner), and you will need the IVP number 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 in the mail, take a picture of both sides of the card and email to your advisor.