

IVP (Identity Verified Print) Fingerprint Clearance Card Information (Directions for currently residing in Arizona)

Arizona state law requires all interns and student teachers to possess a valid IVP (Identity Verified Print) fingerprint clearance card in order to be placed in a school for an internship or student teaching. If you do not have an IVP fingerprint clearance card, apply for it now. Any delay in the fingerprint clearance process will affect your progression into the teacher preparation program.

You must have a copy of your IVP fingerprint clearance card on file in the Office of Student Services before beginning Term 5. The IVP fingerprint clearance card must be in your possession whenever you are at your school site.

NOTE: Non-IVP fingerprint clearance cards (cards that do not have an IVP number at the bottom of the card) will not be accepted. If you already have an Arizona fingerprint clearance card and it does not have an IVP number on the front of the card, consider applying for an IVP card now. The form required is:

APPLICATION FOR A FINGERPRINT CLEARANCE CARD REQUIRING IDENTITY VERIFIED PRINTS (form DPS 802-07263).

For more information on applying for an IVP fingerprint clearance card, refer to the Arizona DPS website: <http://www.azdps.gov/services/public/fingerprint/>. For Teacher Certification fingerprint card requirements, refer to the ADE website: www.azed.gov.

To apply for an IVP fingerprint clearance card, go to the Arizona DPS website:

<https://www.azdps.gov/services/public/fingerprint>

- Click on **Apply For a Card**.
- Click on **Online Application**. This link will take you to an external web site (and you will be leaving the AZ DPS website). Click on the **OK** button.
- You are now on the Arizona Applicant Processing Services page. Click on **Register (Apply for a background check)**.
- Click on **Apply for a fingerprint Clearance Card** (even though it says “My job requires me to obtain a Fingerprint Clearance Card as a prerequisite for employment,” don’t worry about that. You’re a student, not an employee.)
- A message comes up that says, “**STOP: Do NOT mail-in fingerprint cards, only digital fingerprints will be accepted. You must review fingerprinting locations before online registration. You must use one of the Thales locations in the state of Arizona, once registered.**” You must get electronically fingerprinted at a Thales location. The fingerprint locations are listed on this website in another location. You will be directed to that site, later in the application process. Click on the **OK** button.
- Clearance Card Prints: Click on **New Application**. (If you’re renewing an existing IVP card, click on **IVP Renewal**, and follow the directions.)

- Privacy Act Statement: Read the statement, check the box that says, “I have read and accepted these terms” and click on **CONTINUE**.
- On the next page “Select the Reason(s) you are applying for a Fingerprint Clearance Card”: In the first column under IDENTITY VERIFIED PRINTS (IVP) APPLICATIONS, check the box that says:
ARS 15-534 State Board of Education (Teacher or Other Certification) – Do Not check the box that says, ARS 15-534 Tutor or Teacher Preparation Programs. This isn’t the correct selection.
- Click on **PROCEED TO APPLICATION** at the bottom of the page.

STEP 1 – Please Enter Your Information

- Select the box that says, “Check here if paid employee. Fee is \$75.25. **Do not check on the volunteer box.**
- Fill out the information in the Personal Information section. You must fill out the fields where there is a red asterisk *
- You do not need a social security number to apply for an IVP fingerprint clearance card.
- Applicant’s Mailing Address: This is where your IVP fingerprint clearance card will be mailed. Make sure that you include your apartment number, if you have one.
- Employer And/Or Agency Mailing Address: Leave this section blank.
- Click on **CONTINUE** at the bottom of the page.
- A message box will appear if you chose not to type in your social security number. Remember, you must take your registration receipt with you to the fingerprint location if you chose this option. You’ll print your receipt at the end of the application process. Click **OK**.

STEP 2 – Please Verify Your Information

If the information is correct, click on the **SUBMIT** button at the bottom of the page. If there is a mistake anywhere, click on the **GO BACK** button at the bottom of the page and make your corrections. Then, submit the application.

STEP 3 - You will get a notice in your email to confirm your registration. Watch your email account and confirm your email. Once confirmed, Thales will instruct you to pay by credit card for the registration. You can receive an email confirmation right away, or it could take a few days to receive. MAKE SURE YOU PRINT YOUR RECEIPT at the end of the application process. Registration will cancel if not confirmed in 24hrs.

STEP 4 – Once registration is confirmed and you have paid by credit card, go to <https://www.aps.gemalto.com/az/index.htm> and click on the box that says **OUR LOCATIONS**. You will see a map of Arizona. Click on the county where you want to be fingerprinted. The fingerprinting sites will be listed where you can be electronically fingerprinted in Arizona.

PLEASE NOTE: Once you pay for your IVP application, you are now registered and you have 90 days from the registration date to be fingerprinted. After 90 days, your registration will be cancelled and any payment will be refunded if you do not get fingerprinted.

REMEMBER: Please print the application registration receipt and bring the receipt with you to the approved fingerprinting location. The locations are listed by Arizona county at <https://www.aps.gemalto.com/az/locations.htm#!/>

Further information can be found at: <https://www.aps.gemalto.com/az/index.htm>

Applicant Processing Service - Phone: 626-325-9408

FAQ’s: <https://www.aps.gemalto.com/az/FAQs.htm>