

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:

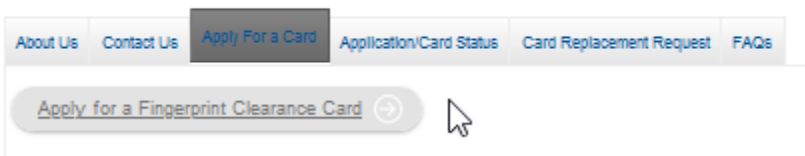
APPLICATION FOR A FINGERPRINT CLEARANCE CARD REQUIRING IDENTITY VERIFIED PRINTS (form DPS 802-07263).

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 the **Apply For a Card** box.
- Right underneath that, click on **Apply for a Fingerprint Clearance Card**.

FINGERPRINT CLEARANCE CARD



- On the new page, click on **CONTINUE** on the blue box that says, '**FINGERPRINT CLEARANCE CARD.**'
- On the new page, click on **APPLY FOR A CARD/REQUEST A REPLACEMENT** AND press on the **CONTINUE** button at the bottom of the page.

- On the LOGIN page, create an account. Click on **'IT'S EASY TO CREATE ONE'** at the bottom of the page.
- On the **CREATE ACCOUNT** page: Fill out the **Creating Your Account** page.
 - When asked, "For what purpose are you creating an account?" - select **PRIVATE INDIVIDUAL**. Continue to fill out the page and click **CONTINUE** at the bottom of the page.
 - Fill out the next page with your address, etc., and click **CONTINUE** at the bottom of the page.
 - On the next page, answer the 3 security questions, click on the box **'I'M NOT A ROBOT'** and then click on the blue box **'CREATE ACCOUNT.'**

Verify Your Email

Your account has been created, but it needs to be verified. Check your email and click the confirmation link to verify your account. If you did not receive the email, check your spam, junk, or trash folder.

[I did not receive the email. Please send it again.](#)

Check your email for the verification code. Copy the verification code and place the code on the AZ DPS page where it says **'VERIFICATION CODE.'**

The next page will look like this (below). Click on **YES**.

Will you be working or volunteering in a public or charter school?



Yes



No

If you've never had an IVP fingerprint clearance card, click on **NO**.

Do you have an IVP Number?



Yes



No

Privacy Act Statement: Read and click on the **CONTINUE** button at the bottom of the page.

Reason(s) for Applying

Check all the box(es) to indicate why you are applying*

- State Board of Education (Teacher or Other Certification) ARS § 15-534
- Tutor or Teacher Preparation Programs ARS § 15-534
- Charter School Instructor ARS § 15-183
- School Bus Driver ARS § 28-3228
- Public and/or Charter School Non-Certified Personnel ARS § 15-512
- Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.

Are there other reasons you are applying? *

Yes

No

Click **CONTINUE** at the bottom of the page.

FINGERPRINT CLEARANCE CARD APPLICATION – YOUR INFORMATION

- Fill out this page with your information.
- You do not have to put in your social security number.
- Do not fill out the **EMPLOYMENT INFORMATION** section.

Signature



Fingerprinting Preference

Before completing this application please select how you prefer to get fingerprinted. If you select paper, you will receive a hard copy of your fingerprint card from DPS.

If you choose electronic, when you finish your application you will receive a message in your message center, with instructions for fingerprinting.

Fingerprint Method*

Electronic

Paper



Applicant 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.*

Signature *

Type your full legal name as your signature.

On the next page, confirm your information and click **CONTINUE TO MY ORDER** at the bottom of the page.

SUBMIT AND PAY

REMEMBER: Please print the registration ID number or take a picture of it, and bring the number 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>