Apply for an IVP Fingerprint Clearance Card by link or QR Code

➔ Click on this link: https://psp.azdps.gov/account/signup

➔ Scan the QR code:

Important Information:

- There is a $67.00 fee to apply for your IVP Fingerprint Clearance card
- Payment method is credit/debit card
  - Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank
- You have to create an account on Arizona's Department of Public Services website to access the application
  - Select the Individual Personal Account (the preselected option)
- You will need access to your email and cell phone during the application process for login verification
- Social security numbers are not required. When prompted you can leave that blank.
- The application will ask for your reason for applying- select the State Board of Education (Teacher or Other Certification) option
- **Make sure you select and apply for an IVP card** NOT a Non-IVP card
1. Create your account (use link or QR Code above)

- Fill out contact information and create a password
- Enter your address and select your security questions
- Verify your email address
- Once account is verified you need to login with the email address and the password you just created
- A one-time passcode (OPT) will be either texted or emailed to you
- You will be sent back to the DPS home screen

2. Apply for your IVP Fingerprint Clearance card
Select 'yes' or 'no' depending on if you’ve had a Fingerprint Card before
Do you require an IVP Clearance Card?

- 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.

If the listed statutes do not apply to you, you do not require an IVP card. If this information is unknown, please contact the agency requiring you to apply.

- Select ‘yes’ or ‘no’ if you’ve had an IVP Clearance card before
- Read the privacy act statement and select continue

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
- [x] No

- Fill out application information
  - Social security number is NOT required. You can leave that blank.
Employment Information

Name of Employer and/or Agency

Employer’s Phone Number

Employer and/or Agency Mailing Address

City

State

Arizona

Zip Code

Signature

Fingerprinting Preference

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

Fingerprint Method*

- The applicant is or will be physically present in Arizona for fingerprinting
- The applicant is not physically present in Arizona for fingerprinting

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.
• Enter credit/debit card details
  ○ Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank