

Arizona Level One Fingerprint Clearance Card

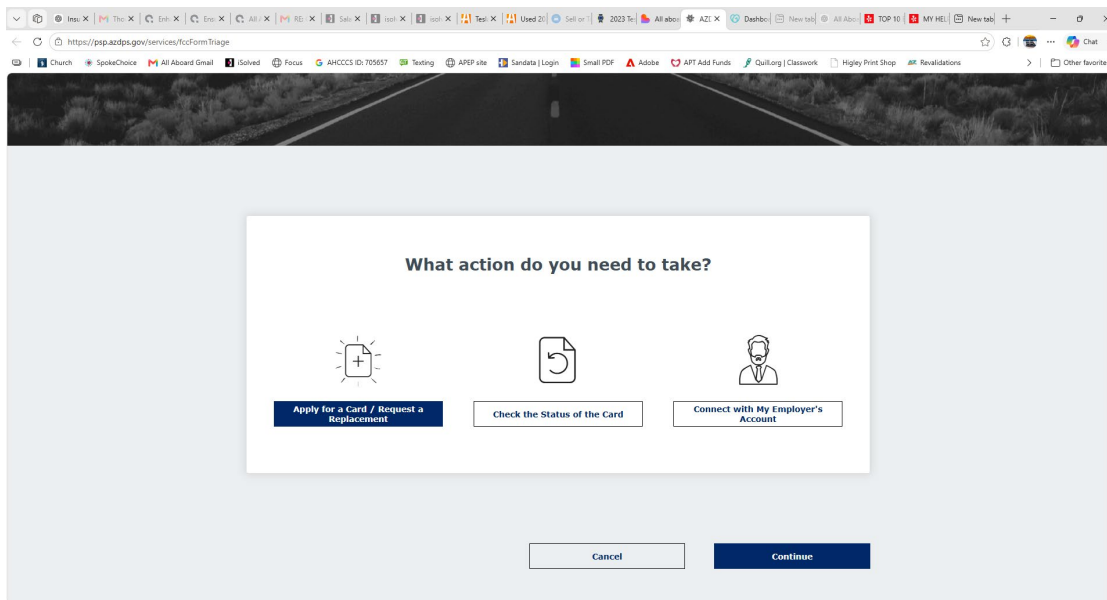
Step-by-Step Instructions for All Aboard Services

Before You Begin

- Application Fee: \$67
- Fingerprint Rolling: Approximately \$15-\$20
- Total Estimated Cost: About \$82-\$87
- A Level One Fingerprint Clearance Card is required prior to becoming a direct care worker

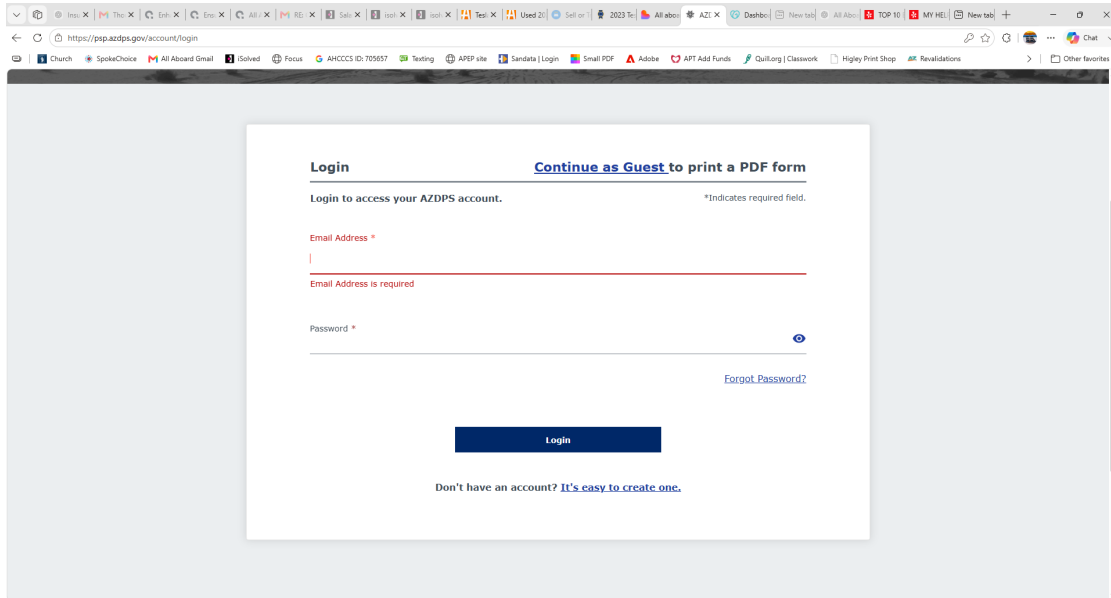
Step 1

Go to the Arizona DPS Fingerprint Clearance Card website.
Click 'Apply for a Card / Request a Replacement' and then click Continue.



Step 2

If you do not have an account, click 'It's easy to create one.' If you already have an account, log in and skip to Step 8.

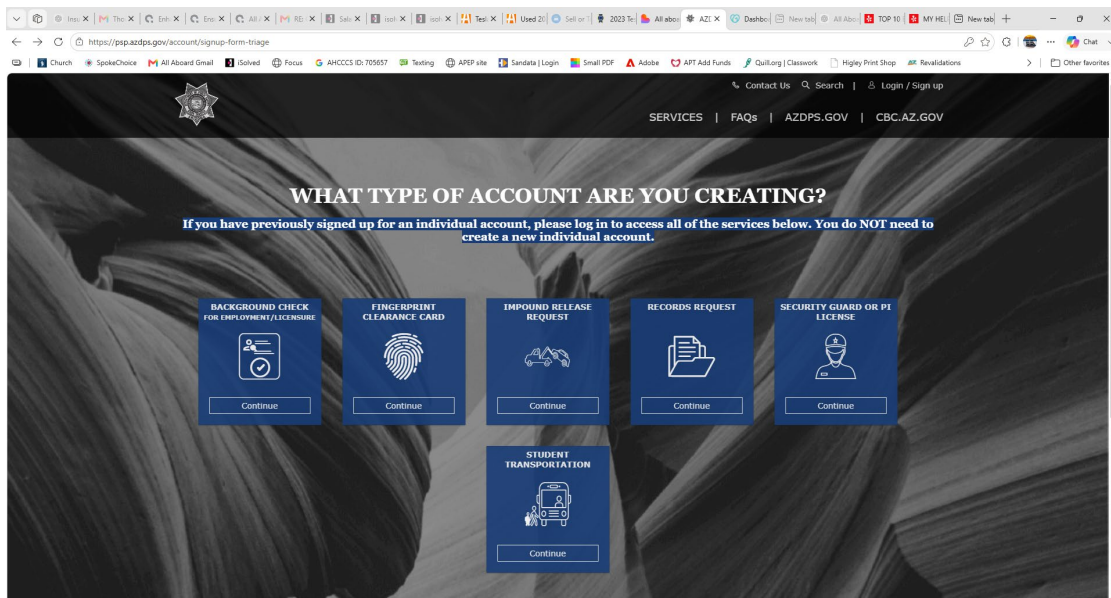


The screenshot shows a web browser window with the URL <https://psp.azdps.gov/account/login>. The page features a login form with the following elements:

- Login** header and a link: [Continue as Guest to print a PDF form](#)
- Text: "Login to access your AZDPS account." and a note: "*Indicates required field."
- Email Address *** field with a red error message: "Email Address is required"
- Password *** field with a toggle icon for visibility
- [Forgot Password?](#) link
- Login** button
- Text at the bottom: "Don't have an account? [It's easy to create one.](#)"

Step 3

Select 'Fingerprint Clearance Card' and click Continue.



The screenshot shows the AZDPS website's account creation selection page. The header includes the AZDPS logo, navigation links (SERVICES, FAQs, AZDPS.GOV, CBC.AZ.GOV), and a search bar. The main heading is "WHAT TYPE OF ACCOUNT ARE YOU CREATING?". Below this, a note states: "If you have previously signed up for an individual account, please log in to access all of the services below. You do NOT need to create a new individual account." There are six service options, each with an icon and a "Continue" button:

- BACKGROUND CHECK FOR EMPLOYMENT/EXCISE
- FINGERPRINT CLEARANCE CARD
- IMPOUND RELEASE REQUEST
- RECORDS REQUEST
- SECURITY GUARD OR PI LICENSE
- STUDENT TRANSPORTATION

Step 4

Select 'Individual' and click Continue.

The screenshot shows a web browser window with the URL <https://psp.azdps.gov/account/finger-print>. The page features a large header image of a desert landscape. Below the header, a white box contains the title "Which Best Describes You?". Under this title are two options: "Individual" (represented by a person icon) and "Organization" (represented by a building icon). The "Individual" option is highlighted with a blue border and includes the text "(Teacher, Employee, Individual, Etc.)". The "Organization" option includes the text "(School, Government, Employee, Etc.)". Below these options is a blue button labeled "Start Over". At the bottom of the page, there is a dark footer with links for "SERVICES", "FREQUENTLY ASKED QUESTIONS", "AZDPS.GOV", "Login / Sign up", "Terms and Conditions", "Contact Us", and "Location". A police badge logo is also visible in the footer.

Step 5

Complete your personal information, address, security questions, and create your account. Verify your email using the link sent to your inbox. Log In once your account is created.

The screenshot shows a web browser window with the URL <https://psp.azdps.gov/account/signup>. The page features a large header image of a desert landscape. Below the header, a white box contains the title "Creating Your Account" and a note "*Indicates required field.". Under this title are two input fields: "Legal First Name *" and "Confirm Legal First Name *". Above the input fields is a progress bar with four steps: "Profile Information" (completed), "Address", "Security Questions", and "Create Account". The "Create Account" step is highlighted with a blue circle. At the bottom of the page, there is a dark footer with links for "SERVICES", "FAQs", "AZDPS.GOV", "CBC.AZ.GOV", "Contact Us", "Search", and "Login / Sign up". A police badge logo is also visible in the footer.

Step 6

Select 'Apply For A New Clearance Card' and continue.

The screenshot shows a web browser window with the URL <https://psp.azdps.gov/fingerprintClearance/formTriage>. The page features a dark header with the Arizona Department of Public Safety logo and navigation links: SERVICES, FAQs, AZDPS.GOV, and CBC.AZ.GOV. The main heading is "FINGERPRINT CLEARANCE CARD FORM TRIAGE". Below this, a white box titled "What do you need to do?" contains three options, each with a document icon and a button:

- Apply For A New Clearance Card** (document icon with a plus sign)
- Non-IVP Renewal** (document icon with a circular arrow)
- IVP Renewal** (document icon with a circular arrow)

Step 7

Apply for a Non-IVP Card.

The screenshot shows the same web browser window, but the form has progressed to the next step. The heading is "Do you require an IVP Clearance Card?". Below this, a list of professions is provided:

- 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.

Below the list are two options, each with a document icon and a button:

- IVP** (document icon with a plus sign)
- Non-IVP** (document icon with a plus sign)

At the bottom, a note states: "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."

Step 8

Select 'DES – DDD/HCBS – Home and Community Based Services ARS § 36-594.01' as the reason for applying.

Step 9

Choose 'Employee' when asked whether you are an employee or volunteer.

Step 10

Review your application, electronically sign it, and submit.

Step 11

Pay the \$67 application fee. Write down your reference number.

Step 12

Schedule fingerprint rolling at a professional fingerprinting location (Arizona Livescan is recommended). Bring your photo ID and reference number.

After You Receive Your Card

Provide a copy of your Level One Fingerprint Clearance Card to All Aboard Services.