IVP Fingerprint Clearance Card Info:

All music and art education students must possess a current and accurate IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety (DPS). This clearance card is required for ALL music and art education courses, including any observations/volunteer hours in schools and student teaching. No UA student enrolled in the Music or Art Education programs will be allowed on school campuses without a current and valid IVP Fingerprint Clearance Card.

This packet will take you through the process to obtain your fingerprint clearance card through the Arizona Department of Public Safety.

If you have already been issued a card and either lost your current card or need to change any information, please visit: https://www.azdps.gov/services/public/fingerprint and follow the directions for Card Replacement Request, located in the navigation bar. You will need to fill out the form on that page and send in $5 for the replacement card.

If your fingerprint clearance has been suspended or denied: Depending on the offense or offenses for which you were denied, you MAY be eligible to pursue a good cause exception through the Arizona Board of Fingerprinting. The Board of Fingerprinting is a separate state agency from DPS. Therefore, DPS is not authorized to respond to any questions you may have regarding the good cause exception process. The Board of Fingerprinting’s contact information will be included in the DPS denial notice. For more information regarding the Arizona Board of Fingerprinting, please visit their website: https://fingerprint.az.gov/.

Offenses that could keep you from obtaining a Fingerprint Clearance Card?

- Precluding offenses for a Level I Fingerprint Clearance Card are listed in ARS § 41-1758.07 subsections B and C.
- Precluding offenses for a Regular Fingerprint Clearance Card are listed ARS § 41-1758.03 subsections B and C.

If you need your first IVP Fingerprint Clearance Card, here is the information you need to obtain one:

All fingerprinting costs about the same no matter where you go for fingerprinting: $67 (money order or cashier's check) for the actual AZ Department of Public Safety (DPS) fee and usually ~$10 (separate payment; payment method depends on who you go to) for the person/business doing the fingerprinting.

The easiest option for UA students is Fieldprint Services (detailed instructions below). University Postal, located at 1718 E. Speedway Blvd, is a Fieldprint site contracted with the AZ DPS. The cost is $74.95 (which INCLUDES the $67 fee that goes to the DPS). One makes an appointment online, pays via credit card, and goes in for the fingerprinting. Here are helpful directions via screenshots at the following link, should you need help answering the questions: https://www.coe.arizona.edu/sites/coe/files/Fieldprint%20Arizona%20instructions.pdf. You will select the card for: “IVP Paid Employee.”

Note about Social Security Numbers (SSNs): Students can use the online Fieldprint process to obtain their AZ IVP fingerprint clearance card without needing a Social Security Number. They can just enter all zeroes in that field of the online form. If students do have an SSN, they should input it into the form so that ADE gets their fingerprint information. This saves them a step in the certification process. Additionally, international students are eligible to apply
for a SSN through CPT if they want to do this before getting the fingerprint card: https://global.arizona.edu/international-students/social-security-number-ssn.

There are other places that do fingerprinting, too, but you will need to obtain the application and a blank card directly from the AZ Department of Public Safety (typically, the College of Education Student Services has blank fingerprinting cards in their office; see Tracy Kenyon in the College of Education). Since you will be working in a school, you'll need an IVP Fingerprint Clearance Card. Here's more info on that from AZ DPS website (taken from: http://www.azdps.gov/services/fingerprint/): "You may request a packet directly from DPS by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. If you will be working in the education field (public or charter) and you are required to obtain a Fingerprint Clearance Card or if you will be doing student teaching or tutoring you will need to obtain an “Identity Verified Print” (IVP) Fingerprint Clearance Card, not the regular Fingerprint Clearance Card. When requesting an application packet please make sure you specify that you need the “IVP” application packet. Please ensure you affix sufficient postage to the envelope and place your return address in the top left corner of the envelope." Besides Fieldprint, here are the other places in Tucson for fingerprinting once you obtain the card and application directly from the AZ DPS (each location, has specific days and times listed): http://uapd.arizona.edu/services-resources/fingerprints. You will usually need to bring:

- A state or federal issued photo ID (not your CATCARD), with your address and signature displayed
- $10.00 cash, personal check, cashier's check or money order for fingerprints.
- A $67 Cashier's Check or Money Order made payable to Arizona Department of Public Safety. No cash or personal checks will be accepted for this portion of the payment.

The whole process takes approximately 6-8 weeks from sending in prints to card-in-hand. Most schools will not let anyone formally observe/teach until the actual card arrives, but sometimes a copy of the application for fingerprint clearance will suffice if there was a previous fingerprint clearance card that just expired.

After you have been issued a fingerprint clearance card, here is the AZ Department of Public Safety link where fingerprint card status can be checked (need the IVP or Fingerprint Clearance Card number to look up status):
https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action
Welcome to fieldprintarizona.com!

Please review the following step-by-step instructions to get your IVP fingerprint clearance card for certification and admission to your professional program at the University of Arizona College of Education!

1. On the Homepage, click Schedule an Appointment.
2. Create a username and login (New Users – Sign Up). If you then leave the site and come back to it later, you will need to sign as an Existing User and select “Schedule an Appointment” on the right of the next screen.
3. The reason is **IVP – Paid Employee**. This is because you will want to use this card to become a paid employee after completing your program! This way, the card will last you for the full 6 years and will get you into the program, through your fieldwork, through certification, and into your first job. If you read the descriptions of the other card types carefully, you can see that they do not apply to teacher certification.
4. It asks you to confirm this choice – click Continue.

5. Now it asks you why ("Sponsor"). Click the first box, “DOE Certification (Teacher or Other)”. Then click Save and Continue.
6. Now you must fill out all of your personal information. This is for identity purposes. If you’re not sure what to do at any point, click the question mark next to the field and it will explain.

**IMPORTANT:** Please include your Social Security Number if possible. This expedites certification processing! If you do not have one, enter 000-00-0000

7. Now you must fill out all of your demographics. This is for identity purposes.
8. You do not currently have an Employer, so **leave this whole page blank**. It will allow you to click Save and Continue to proceed.

9. You must click “I agree”, type your name (which serves as your signature) and enter today’s date. Make sure your full name matches the name you entered in step 4!
10. Again, read through the information, click “I agree,” type your name and enter today’s date.

11. Then, you must schedule your appointment. For location, if you want the closest to the University of Arizona campus, you can use the College of Education address to find University Postal on Speedway.
12. Schedule your appointment at the location, day, and time most convenient to you. Please be sure you are available the day and time you select, as there is an appointment cancellation fee.

13. The website will then walk you through the payment process. If you indicated in step 4 that you would like phone or email reminders, you should receive those in advance of your scheduled day and time.
14. Once you get to the final screen, you will receive an email confirmation. **PLEASE PRINT OR DOWNLOAD YOUR RECEIPT!** If you are asked to provide a receipt to prove you have applied as part of your College of Education application, please forward this to your Academic Advisor.
15. You will receive an email confirmation after you attend your fingerprinting appointment. SAVE THIS EMAIL! It contains your IVP number, which you can use to check your card status at the website they provide (highlighted in sample email below).

-----Original Message-----
From: acctrak@azdps.gov
Sent: Thursday, June 28, 2018 2:37 PM
To: [YOU]
Subject: Fingerprint Clearance Card Application Received

Applicant Clearance Card Team
ARIZONA DEPARTMENT OF PUBLIC SAFETY

Hello [APPLICANT],

This message is to inform you that DPS has received your fingerprint clearance card application and it is now in process. If your mailing address has changed since you submitted your application call (602)-223-2279 and provide your current mailing address to ensure you receive any correspondence regarding your application.

You can monitor the status of your application by clicking on the link below. Once you get to the site just enter your application number which is IVPE####.


** DO NOT REPLY TO THIS EMAIL **

Applications through Fieldprint Arizona are expedited faster than paper applications, so this method is recommended. Please discuss your options with an Academic Advisor to determine what is best for you!