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 document 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 click on the tab 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 you need your first IVP Fingerprint Clearance Card, here is the information you need to obtain one. More info can be found on the AZ DPS website http://www.azdps.gov/services/fingerprint/.

- What is the approximate cost? All fingerprinting costs about the same no matter where you go for fingerprinting: $75.25 (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.
- Which card do I need? For working in a school, you’ll need an IVP Fingerprint Clearance Card.
- How do I get the fingerprint application packet? If you will be working in the education field (public or charter) 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.
  - NOTE: It is extremely important that when requesting an application packet you specify that you need the “IVP” application packet. Otherwise you will have to do this process (and pay) twice.
  - To Apply for IVP card, go to: https://www.azdps.gov/services/public/fingerprint
  - Click Apply for a Card tab (center of page)
  - Click Online Application (NOT Paper Application – this does not provide you with the correct type of card)
  - Click “Register for a background check”
  - Click “Apply for a fingerprint clearance card”
  - Click “New Application*”
  - Application type: IVP - “ARS 15-534 State Board of Education (Teacher or Other Certification)”
  - Reason(s) for Fingerprinting: “Click here if Paid Employee. Fee is $75.25”. This is because the goal is to use the same card for employment after graduation and allows you to receive the proper IVP level for both student teaching and employment.
  - You can then pay for the fee online with a credit card.
  - If you need additional help walking through this online system, here is a guide: https://www.aps.gemalto.com/az/pdf/Applicant_Registration_v1.2.pdf
- Where do I get my fingerprints taken? After you do the above application online,
• **What do I bring to the fingerprinting appointment?** You will usually need to bring:
  o A state or federal issued photo ID (not your CATCARD), with your address and signature displayed
  o ~$10.00 cash, personal check, cashier's check or money order for fingerprints (each place may charge a slightly different fee)

• **How long does it take to get my official IVP Fingerprint Clearance Card after I send in my prints?** The whole process takes approximately 6-8 weeks from sending in prints to receiving your card-in-hand. You can check on your status online at: https://www.azdps.gov/services/public/fingerprint and click on Application/Card Status.
  o 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, was lost, or needed a name change.

• **Can the status of my IVP Fingerprint Clearance Card be checked by anyone?** 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: https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action. A person only needs the IVP or Fingerprint Clearance Card number to look up someone’s status.

• **What are the offenses that could keep someone from obtaining a Fingerprint Clearance Card?**
  o Precluding offenses for a Level I Fingerprint Clearance Card are listed in ARS § 41-1758.07 subsections B and C.
  o Precluding offenses for a Regular Fingerprint Clearance Card are listed ARS § 41-1758.03 subsections B and C.

• **What if my fingerprint clearance has been suspended or denied?** Depending on the offense(s) for which you were denied clearance, 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 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/.