**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).

If you lost your current card or need to change information, please visit: [https://www.azdps.gov/services/public/fingerprint](https://www.azdps.gov/services/public/fingerprint) and follow the directions (fill out a form and send in $5 for the replacement card).

If you do not have your 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**. 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](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](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/](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.