

## HOW DOES THE ELECTRONIC APPLICATION PROCESS WORK?

- Visit the [Electronic Fingerprint Application System](#) website and click on the “Schedule an Appointment” button.
- If you are new to the electronic application, register for an account by entering your email address and answering a few questions. If you have previously registered, sign in with your email address and password.
- Select the reason why you need to be fingerprinted: (**IVP Renewal – Paid Employee**). If your employer or agency gave you a Fieldprint Code, select the Fieldprint Code option. Otherwise, select the appropriate application type based on the information given to you by your licensing, certifying, or authorizing agency, board, or employer and click on “continue.” More detailed descriptions of the application types are viewable at the link.
- Select the appropriate sponsor from the list provided: (**DOE Certification**). You may select up to four sponsors, but only select sponsors with whom you are licensed, certified, authorized, or employed.
- Enter your personal identification information, demographic information, and current or prospective employer, or the agency or organization which requires you to be fingerprinted.
- Read the Release of Information statement. Electronically sign by clicking the “Agree” box, typing your name, and completing the date.
- Read the FBI Privacy Statement. Electronically sign by clicking the “Agree” box, typing your name, and completing the date.
- Select your home address, your employer address, or enter a convenient address to find fingerprinting locations near you.
- Review the list of sites provided.
- Select a site and an available date and time.
- Provide electronic payment information and authorize payment.
- At your fingerprint appointment, present two forms of identification and the appointment number provided when you completed your application and scheduling online.
- The vendor will submit the electronic application along with your fingerprints directly to the DPS ACCT database.
- Your application will be processed and you will receive your clearance card and any necessary correspondence from ACCT in the mail.

## WHAT IS THE FEE TO OBTAIN A FINGERPRINT CLEARANCE CARD?

Currently the fee for volunteers is \$65 and the fee for all others is \$67. The electronic application adds an additional convenience fee of \$7.95, which includes fingerprinting at an approved vendor location. The paper application may require payment of an additional fee for

fingerprinting services, dependent on which service the applicant chooses to perform the fingerprinting. Fees are subject to change at any time.

### **WHAT FORMS OF PAYMENT ARE ACCEPTED?**

The electronic application process fee may be paid electronically with credit and debit card payments, with personal check, or with money order. The paper application process fee may be paid by Cashier's Check, money order, or a check drawn on a business account. All forms of payment with paper applications should be made payable to the AZ Department of Public Safety. State agencies and employers may establish an account for direct billing with the DPS vendor for electronic application processing. State agencies may also elect to submit a State Companion Action Transfer form for paper application processing.

### **HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE PROCESSED?**

Electronic Applications:

For applicants with no criminal history record the processing time averages about 3 - 5 days. Please note, this average is subject to change at any time (can increase or decrease) dependent upon the number of applications received by DPS.

For applicants with a criminal history record (which will require research by DPS), the processing time averages about 80 - 120 days. Please note, this average is subject to change at any time (can increase or decrease) dependent upon the number of applications received by DPS.