

The Division of Human Resources (HR) is required to conduct a fingerprint-based criminal background for individuals serving in security sensitive positions in accordance with Arizona Board of Regents (ABOR) Policy 6-709 under Arizona Revised Statute 15-1649.

You have received this form because you (1) have been identified as someone who is interested in serving as an Authorized Adult under SA-100 Policy on Interactions with Non-enrolled Minors and (2) may already have already undergone an Arizona Department of Public Safety fingerprint-based criminal background check.

Verification Process

1. If you hold a valid AZ DPS Class One Fingerprint Clearance Card or AZ DPS Identity Verified Print (IVP) Card, we will need to verify your identity and check the status of your clearance card **before serving as an Authorized Adult**. You must make an appointment to submit the following documents to your local fingerprint clearance card designee:
 - Valid Government or State issued photo ID
 - Valid AZ DPS Class One Fingerprint Clearance Card or AZ DPS IVP Card
 - Completed/Signed Fingerprint Clearance Card Authorization Form
2. The local designee will keep your authorization form and make a photocopy of your clearance card and photo identification.
3. Your fingerprint clearance card status will be verified by the pre-employment team within 2 business days of receipt.
4. Your direct supervisor will receive an email with the following information: card status, expiration date and eligibility to serve as an Authorized Adult.
5. If your card has been revoked and/or restricted, you will be required to go through UA's fingerprinting process. Human Resources will provide further instruction in that case.

Local Designee Locations and Hours

Extensions

- **4H Affiliates**

- Please visit the extension website for locations
- <https://extension.arizona.edu/sites/extension.arizona.edu/files/data/County%20office%20addresses.pdf>

UA Office of Youth Safety

- **Main Campus Arid Lands Building**
Suite 205C 1955 E. 6th St. Tucson, AZ 85719
- **Call 520-621-8223 for an appointment**

Questions?

For more information about SA-100 Policy on Interactions with Non-enrolled Minors, please contact Jocelyn Gehring, Director, Office of Youth Safety at jocelyngehring@email.arizona.edu or (520) 621-8223.

For more information on how to obtain a clearance card, please visit <https://www.azdps.gov/services/public/fingerprint>.

Applicant Section

Please review the attached instructions, sign, and date before submitting to your local designee. By signing this form, you acknowledge and understand the Office of Youth Safety will check with the AZ DPS website to verify the validity of your AZ DPS Class One or IVP Fingerprint Clearance Card.

Full Name			
Alias or Maiden Name			
Phone Number			
Clearance Card Number and Exp. Date			
Program Name			
Program Supervisor			
Program Supervisor Email			
Program Supervisor Phone Number			
Signature and Date		Date	

Local Designee Section

Please review the applicant documents and make copies. Verify the identity of the applicant against the photo identification and clearance card. Submit the copies and this document to Office of Youth Safety at jocelyngehring@email.arizona.edu. The Office of Youth Safety will notify the supervisor once the card status has been verified. By signing this form, you acknowledge that you verified the name and birth date of the individual matches both the fingerprint clearance card and photo identification.

Signature and Date		Date	
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Sample Forms – Informational Use Only



**STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card**

Name: [REDACTED]

Birth Date: 01/08/1988 Issue Date: 03/24/2010

F 210 56 BRO BRO
Sex Weight Height Eyes Hair

Card Number: 2A05127937 Expire Date: 03/24/2016

DPS Level One Fingerprint Card



**UNITED STATES OF AMERICA
PASSPORT CARD**

Nationality: USA Passport Card No. C00001843

TRAVELER
First Name: HAPPY
Last Name: HAPPY
Date of Birth: 01 JAN 1981
Place of Birth: NEW YORK, USA
Issued On: 15 MAY 08
Expires On: 15 MAY 16

UNITED STATES DEPARTMENT OF STATE

Government Issued ID



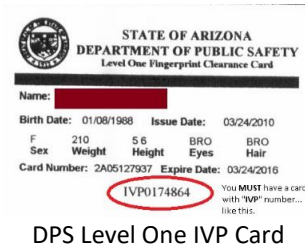
CALIFORNIA IDENTIFICATION CARD

EXP 08/31/2015

LN SAMPLE
FN SELMI
375 54TH STREET
SACRAMENTO, CA 95818
DOB 08/31/1977

SEX M HAIR BLK EYES BRN
HGT 5-08" WGT 150 LB
DOB 08/31/1977

State Issued ID



**STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card**

Name: [REDACTED]

Birth Date: 01/08/1988 Issue Date: 03/24/2010

F 210 56 BRO BRO
Sex Weight Height Eyes Hair

Card Number: 2A05127937 Expire Date: 03/24/2016

IVP0174864

You MUST have a card with "WSP" number... like this.

DPS Level One IVP Card

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