

Department of Public Safety Fingerprint Clearance Card Information for potential volunteers

Information I will need; required when I fill out my application online

Name	Height
Other names used	Eye color
Country of citizenship	Hair color
Social security number	Home address
Date of birth	Work address
City and state of birth (or location elsewhere)	Phone number
Sex/Gender	Email address
Race	Credit or debit card to pay the fee of \$72.95

Set appointment online

- Go to <https://fieldprinterizona.com/>
- Fill in the information and pay- There is no code
- Select Volunteer, Alternative Schools
- IVP volunteer and then Public and/or Charter School non-certified Personnel
- Record your appointment number

Where does the fee go?

- \$7.95 goes to Fieldprint for the print process
- \$65 goes to the Department of Public Safety
 - Pays for the background check for volunteer
 - Arizona public safety records
 - FBI records

What do I need when I go to the appointment?

- The appointment number issued to you when you paid the fee
- Two forms of identification, one of which must be a government-issued photo id

What if I miss my appointment?

- Missed appointments have to be booked again
- You will pay an additional \$7.95

Where are the fingerprinting sites?

- A map on the website shows you locations
- Most facilities are part of another business such as a copy shop or computer repair site
- The site must be in Arizona, not a neighboring state

How long before I get my card?

- Processing time varies per individual.
- Processing times varies because of the volume of applications vary throughout the year

- The website says that most folks will have an answer within 4-6 weeks.
- Some people have reported receiving their cards within one (1) week.

Once I get my card, then what happens?

- You will inform your County Contact (Ashley)
- You will bring
 - your DPS Fingerprint Clearance card, and
 - a government-issued photo id to your Scheduled Interview
- The form filled out at the Interview, a photocopy of the card and id are sent to Youth Safety on The University of Arizona campus.
- Once Youth Safety has checked the DPS website and verified that you are cleared to work with youth, your county office will be notified and the certification process can continue.

What else do I need to know?

- The status of each volunteer will be checked each year prior to the roll-over of membership.
- The card is good for six (6) years, and then will have to be renewed
- If you already have a card for other volunteer effort or for your work, that card can also be used for 4-H.
- This policy is set by The University of Arizona.
- For additional information, contact Gloria Blumanhourst, Program Coordinator for Volunteers at gblumanhourst@email.arizona.edu.