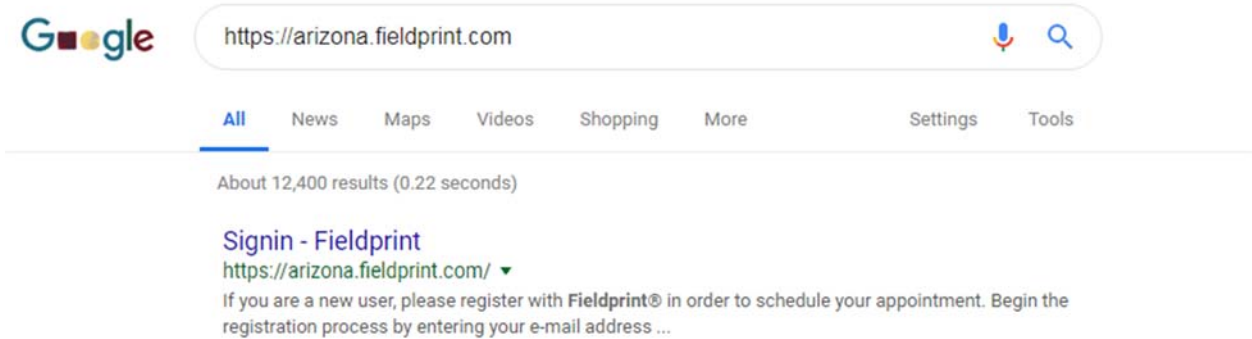


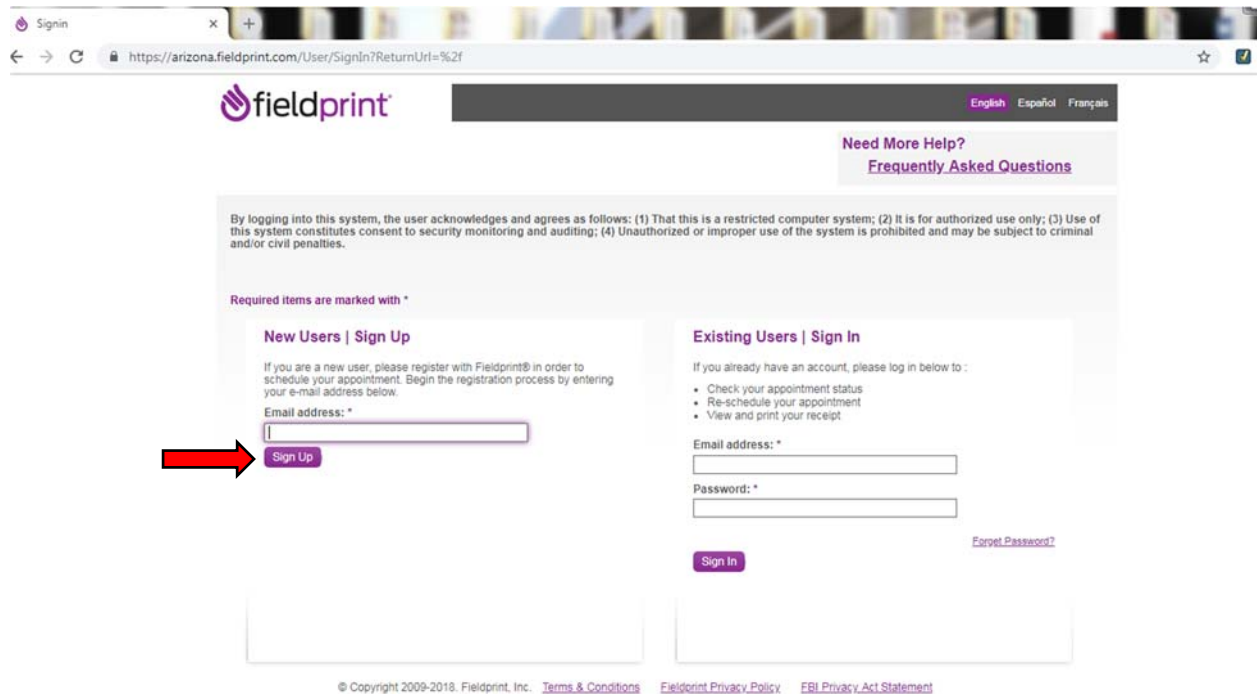
Step by step screen shot and info for Finger prints

Step 1a. Go to <https://extension.arizona.edu/locations> select your county, and copy down the office address.

Step 1b. Go to <https://arizona.fieldprint.com>



Step 2. When in the fieldprint website enter your email address under New Users/Sign Up. Click Sign Up



### Step 3. Fill out password and security answers, Click Sign Up and Continue

fieldprint English Español Français

Need More Help?  
Frequently Asked Questions

## Sign Up

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

**Password Rules**  
Must be 8 to 16 characters long  
Must contain at least one capital letter, one lowercase letter, one number and one special character ( !@#%&'?\_~!-~[]:; )  
May not be the same as your current password  
May not contain the phrase 'password' or match any on Fieldprint's 'banned' password list  
May not be the same as a password you have used in the last 14 days  
May not be the same as any of your last 12 passwords used  
May not contain your username  
Is case sensitive

Password you would like to use \*

Re-type Password \*

Security Question \*

Answer to your Security Question \*

Contact Email Address \*

**Sign Up and Continue**

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### Step 4. Applying for Clearance Card? Be sure to select **Clearance Card-Identity Verified Prints (IVP) – Volunteer or Student**

## Applying for a Clearance Card?

Click on the appropriate Select button below.

If you do not know your application type, please visit <https://www.azdps.gov/services/public/fingerprinting/ivp/> to get the application type.

Select	Enter Fieldprint Code	Provided to each applicant by the state agency responsible for payment of the fee for the Clearance Card.
Select	Clearance Card - Regular Application – Paid Employee	The applicant is licensed or seeking licensure by a state agency and is responsible for payment of the fee for the Clearance Card. This application does not apply to the Identity Verified Prints necessary for certified teachers, tutors, instructors, vendors, or contractors associated with public and/or charter schools.
Select	Clearance Card - Regular Application – Volunteer or Student	The applicant is a volunteer licensed or seeking licensure by a state agency, or a Health Science student/Clinical Assistant completing coursework for licensure by a state agency and is responsible for payment of the fee for the Clearance Card. This application does not apply to the Identity Verified Prints necessary for certified teachers, tutors, instructors, vendors, or contractors associated with public and/or charter schools.
Select	Clearance Card - Identity Verified Prints (IVP) – Paid Employee	The applicant is certified or seeking certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.
Select	Clearance Card - Identity Verified Prints (IVP) – Volunteer or Student	The applicant is a volunteer seeking certification/licensure or a student completing coursework as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.
Select	Clearance Card - Identity Verified Prints (IVP) Renewal – Paid Employee	The applicant holds a current or expired (1 year limit) Fingerprint Clearance Card and seeks renewal of certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions. <b>By selecting this reason and entering a valid IVP Number with a matching date of birth, you are requesting AZ Department of Public Safety to use fingerprints previously submitted. You will not be prompted to schedule an appointment.</b>
Select	Clearance Card - Identity Verified Prints (IVP) Renewal – Volunteer or Student	The applicant is a volunteer or student completing coursework and holds a current or expired (1 year limit) Fingerprint Clearance Card and seeks renewal of certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions. <b>By selecting this reason and entering a valid IVP Number with a matching date of birth, you are requesting AZ Department of Public Safety to use fingerprints previously submitted. You will not be prompted to schedule an appointment.</b>

Step 5. Verify the clearance card is **Identity Verified Prints (IVP) – Volunteer or Student**

Click Continue

https://arizona.fieldprint.com/Scheduling/Reason\_Process

fieldprint Welcome, [redacted] Logout English Español Français

Need More Help? Frequently Asked Questions

### Reason

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#### Confirm the reason selected for fingerprinting

Clearance Card - Identity Verified Prints (IVP) – Volunteer or Student

The applicant is a volunteer seeking certification/licensure or a student completing coursework as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.

If you do not know your application type, please visit <https://www.azdps.gov/services/public/fingerprint/cardtypes> to get the application type.

**Continue** Back

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Step 6. Select the box for **“Public and/or Charter School Non-certificated Personnel”**

Click Save and Continue

Sponsors x +

https://arizona.fieldprint.com/States/AZReason#

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1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help? Frequently Asked Questions

### Sponsors

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Check the box(es) indicating why you are applying. (Maximum of 4) Your application can not be processed without this information. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

<input type="checkbox"/>	Tutor or Teacher Preparation Programs	ARS §15-534	Any person who participates in a teacher preparation program that is approved by the state board of education or any person who is contracted by this state, by a school district or by a charter school to provide tutoring services
<input type="checkbox"/>	Charter School Instructor	ARS §15-183	All persons engaged in instructional work directly as a classroom, laboratory or other teacher or indirectly as a supervisory teacher, speech therapist or principal.
<input type="checkbox"/>	Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees	ARS §15-512	A contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school.
<input checked="" type="checkbox"/>	Public and/or Charter School Non-certificated Personnel	ARS §15-512	Non-certificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the district but who are required or allowed to provide services directly to pupils without the supervision of a certified employee.

\*\*\*These statutes require a Level One card. However, if you qualify, a Level One card will be issued for any box marked on your application.

**Save and Continue**

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Step 7. Fill out Step one of Data Collection by filling out your personal information. Save and Continue

The screenshot shows the 'Personal Information' form in a web browser. The browser address bar shows 'https://arizona.fieldprint.com/Scheduling/PersonalInformation'. The page has a navigation bar with tabs: 'Data Collection', 'Authorization', 'Time and Location', 'Payment', and 'Confirmation'. The 'Data Collection' tab is active. The form title is 'Personal Information'. Below the title, there are two informational messages: 'We value your personal information and keeping it secure at ALL times Privacy Statement' and 'Your information is saved as you complete each step. You can log in and continue at any time.' A note states: 'NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must be your full, legal name and must match both forms of identification exactly. The Date of Birth provided must also be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching identification.' The form is divided into sections: 'Acceptable Forms of ID' with fields for First Name, Middle Name, Last Name, and Suffix; a section for other names or aliases; 'Social Security Number'; and a mailing address section with fields for Home Address Line 1, Home Address Line 2, City, State, and Zip Code. A red arrow points to the 'Save and Continue' button at the bottom of the form.

Step 8. Fill out employer information using the information you copied down in step 1.a.:

The screenshot shows the 'Employer' form in a web browser. The browser address bar shows 'https://arizona.fieldprint.com/Scheduling/Employer'. The page has a navigation bar with tabs: 'Data Collection', 'Authorization', 'Time and Location', 'Payment', and 'Confirmation'. The 'Data Collection' tab is active. The form title is 'Employer'. Below the title, there are two informational messages: 'We value your personal information and keeping it secure at ALL times Privacy Statement' and 'Your information is saved as you complete each step. You can log in and continue at any time.' A note states: 'Please enter information below about your current or prospective employer, or the agency or organization that requires you to be fingerprinted.' The form has fields for Employer Name, Address Line 1, Address Line 2, City, State, Zip Code, and Phone. A red arrow points to the 'Save and Continue' button at the bottom of the form.

Step 9. Continue Step one of Data Collection by entering your information in the Demographics page. Then Save and Continue

fieldprint

Welcome, [User Name] Logout English Español Français

1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help?  
Frequently Asked Questions

### Demographics

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Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.  
NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship: \*  
United States of America (USA) ⓘ

Place of Birth: \*  
Select..... ⓘ

City of Birth: \*  
..... ⓘ

Gender: \*  
Select..... ⓘ

Your Height: \*  
Select..... ft. Select..... in. ⓘ

Your Weight: \*  
..... ⓘ

Eye Color: \*  
Select..... ⓘ

Hair Color: \*  
Select..... ⓘ

Race: \*  
Select..... ⓘ

Step 10. Fill out the release form with name and date. Be sure to select "I Agree" and Continue

fieldprint

Welcome, [User Name] Logout English Español Français

1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help?  
Frequently Asked Questions

### Release

We value your personal information and keeping it secure at ALL times [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

Please read and agree to the following

I authorize custodians of records to release information to the Arizona Department of Public Safety for the purpose of processing my application for a Fingerprint Clearance Card.

I Agree:

Your Full Name: \*  
..... ⓘ

Today's date:  
Month \* Day \* Year \*  
...../...../..... ⓘ

Continue Back

Step 11. Sign the Privacy agreement with your name and date. Be sure to select “I Agree” and Continue

Release

https://arizona.fieldprint.com/States/AZPrivacy

Welcome, [Name] Logout English Español Français

1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help?  
Frequently Asked Questions

**Privacy**

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

**Please read and agree to the following**

**FBI Privacy Statement**

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations, local.

I Agree:

Your Full Name: \*

Today's date:

Month \* Day \* Year \*

Continue Back

Step 12. Schedule Your Visit, enter your location for the nearest location of fieldprint

Schedule Your Visit

https://arizona.fieldprint.com/Scheduling/Schedule

Welcome, [Name] Logout English Español Français

1 2 3 4 5  
Data Collection Authorization Time and Location Payment Confirmation

Need More Help?  
Frequently Asked Questions

**Schedule Your Visit**

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

**Find a Location**

[Use your home address](#) [Use your employer's address](#)

Please enter your home, work, or other convenient address below and click the Find button. \*

Back Find

[Alternate scheduling flow](#)

Step 13. Select the “Schedule Appointment” of your nearest location (CMI Center is the only available location in Safford, AZ)

**fieldprint** Welcome, [User Name] Logout English Español Français

1 Data Collection 2 Authorization 3 **Time and Location** 4 Payment 5 Confirmation

**Schedule Your Visit** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Required items are marked with \*

**Find a Location** [Use your home address](#) [Use your employer's address](#)

Please enter your home, work, or other convenient address below and click the Find button. \*

85531

**Locations**

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.95 charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
<b>1. Fieldprint Site - CMI Center</b> 516 West 5th Street (across from post office; corner of 5th Ave & 5th St) Safford, AZ 85546	5.5 mi	M TU W TH 09:00 AM - 05:30 PM F 09:00 AM - 04:00 PM SA 09:30 AM - 03:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
<b>2. Fieldprint Site - Oasis Printing &amp; Banners</b> 399 North Broad Street Globe, AZ 85501	68 mi	M TU W TH F 09:00 AM - 05:00 PM Unavailable: M TU W TH F 12:00 PM - 01:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing

Step 14. Select an available Date and Time then click Schedule

85531

**Locations**

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$7.95 charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
<b>1. Fieldprint Site - CMI Center</b> 516 West 5th Street (across from post office; corner of 5th Ave & 5th St) Safford, AZ 85546	5.5 mi	M TU W TH 09:00 AM - 05:30 PM F 09:00 AM - 04:00 PM SA 09:30 AM - 03:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing

**Available Dates and Times**

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

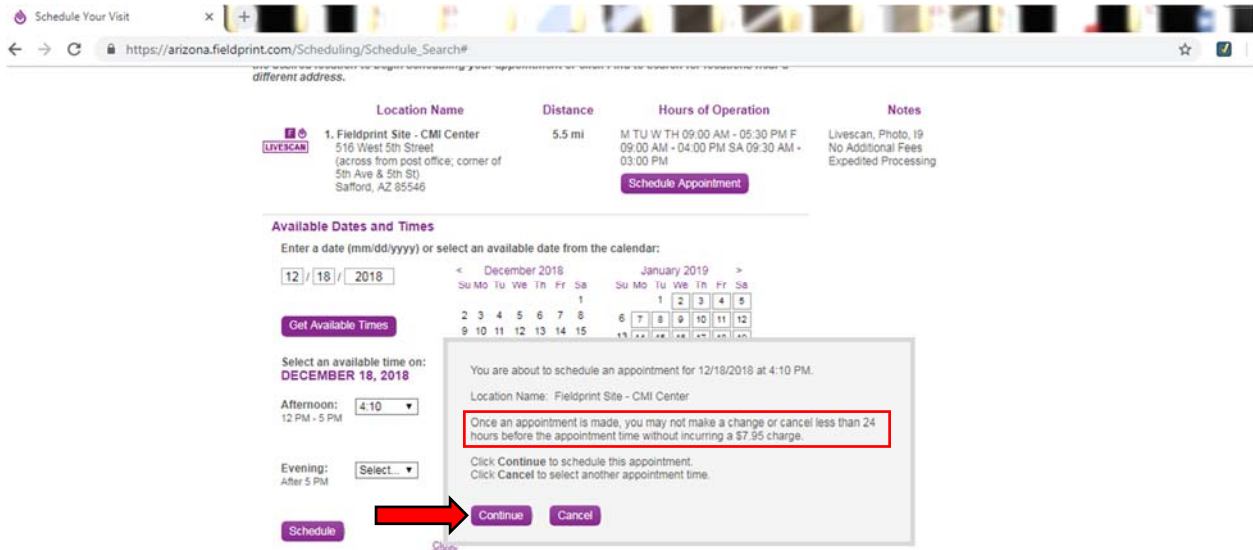
12 / 18 / 2018

Select an available time on:  
**DECEMBER 18, 2018**

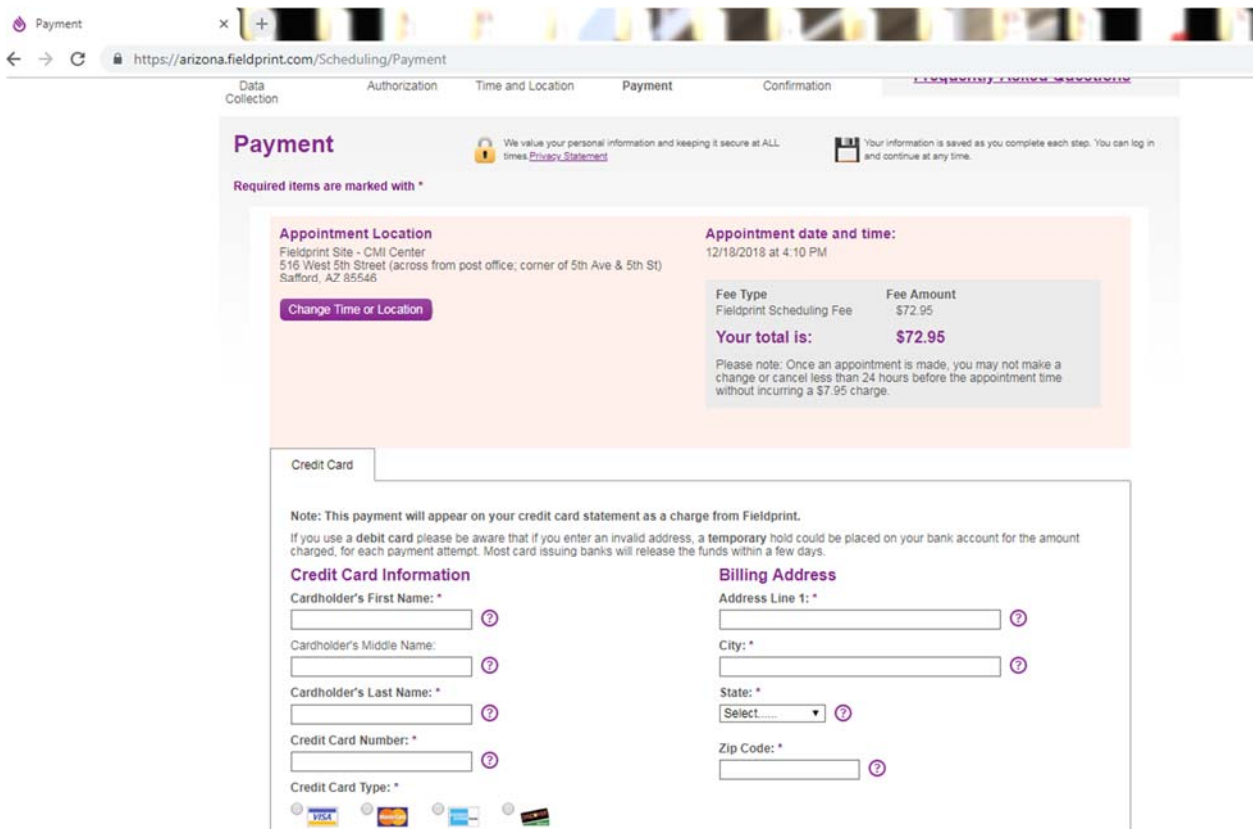
Afternoon:  12 PM - 5 PM

Evening:  After 5 PM

Step 15. Once you've selected Date and Time there will be a pop-up screen, verify the Date and Time then Continue. Be aware there is a \$7.95 charge for an appointment that is changed or canceled less than 24hrs before appointment.



Step 16. Enter payment information.



Be sure to check your email frequently after making your appointment for the confirmation email.



Once you've done your fingerprints it'll take 4-6 weeks for your card to come in the mail, while waiting be sure to watch your email, checking your junk mail for emails letting you know the progress of your finger print card.

Instructions constructed by Jessica Flowers, Graham County.