

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). This clearance card is required for ALL music and art education courses, including any observations/volunteer hours in schools and student teaching. No UA student enrolled in the Music or Art Education programs will be allowed on school campuses without a current and valid IVP Fingerprint Clearance Card. This document will take you through the process to obtain your fingerprint clearance card through the Arizona Department of Public Safety.

If you have already been issued a card and either lost your current card or need to change any information, please visit: <https://www.azdps.gov/services/public/fingerprint> and click on the tab for Card Replacement Request, located in the navigation bar. You will need to fill out the form on that page and send in \$5 for the replacement card.

If you need your first IVP Fingerprint Clearance Card, here is the information you need to obtain one. More info can be found on the AZ DPS website <http://www.azdps.gov/services/fingerprint/>.

- **What is the approximate cost?** All fingerprinting costs about the same no matter where you go for fingerprinting: \$75.25 (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.
- **Which card do I need?** For working in a school, you'll need an IVP Fingerprint Clearance Card.
- **How do I get the fingerprint application packet?** If you will be working in the education field (public or charter) 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.
 - **NOTE:** It is extremely important that when requesting an application packet you specify that you need the "IVP" application packet. Otherwise you will have to do this process (and pay) twice.
 - Apply for an IVP card: <https://www.azdps.gov/services/public/fingerprint>
 - Click Apply for a Card tab (center of page)
 - Click Apply for a Fingerprint Card
 - Click Fingerprint Clearance Card
 - Click Apply for a Card, then Continue
 - Create an account
 - Click Apply for a New Clearance Card
 - Select "State Board of Education (Teacher or Other Certification) ARS 15-534" as the reason you're applying
 - Do you have an IVP number? No
 - Read Privacy Act Statement, Continue
 - **Reason for applying: State Board of Education (Teacher or Other Certification) ARS 15-534**
 - This is important to get the correct type of card for your program and eventual certification with the same card.
 - Complete your personal information
 - **It is very important to include your Social Security Number** if you have one – this will allow the Arizona Department of Education to connect your certification application to

your fingerprint card down the road, which will make your certification processing easier and more timely.

- You do not have to complete Employer information.
- Electronic is the recommended method of fingerprinting to expedite processing if you are in Arizona.
- If you are not in Arizona, select Paper and you will be mailed a paper form on which to get your fingerprints at a local police station or fingerprinting agency; or you can request a full paper application to be mailed to them by emailing COE-edadvise@email.arizona.edu.
- Review all info
- Submit and pay
- You will be prompted to get your fingerprints taken at an approved vendor – **you must be fingerprinted in order to finish processing your fingerprint card application.**
- **Where do I get my fingerprints taken?** After you do the above application online, there will be another prompt to find a location to take your digital prints. You can view the locations here: <https://www.aps.gemalto.com/az/locations.htm#!/>
- **What do I bring to the fingerprinting appointment?** 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 (each place may charge a slightly different fee)
- **How long does it take to get my official IVP Fingerprint Clearance Card after I send in my prints?** The whole process takes approximately 6-8 weeks from sending in prints to receiving your card-in-hand. You can check on your status online at: <https://www.azdps.gov/services/public/fingerprint> and click on Application/Card Status.
 - 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, was lost, or needed a name change.
- **Can the status of my IVP Fingerprint Clearance Card be checked by anyone?** After you have been issued a fingerprint clearance card, here is the AZ Department of Public Safety link where fingerprint card status can be checked: https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action. A person only needs the IVP or Fingerprint Clearance Card number to look up someone's status.
- **What are the offenses that could keep someone from obtaining a Fingerprint Clearance Card?**
 - Precluding offenses for a Level I Fingerprint Clearance Card are listed in [ARS § 41-1758.07](#) subsections B and C.
 - Precluding offenses for a Regular Fingerprint Clearance Card are listed [ARS § 41-1758.03](#) subsections B and C.
- **What if my fingerprint clearance has been suspended or denied?** Depending on the offense(s) for which you were denied clearance, you MAY be eligible to pursue a good cause exception through the Arizona Board of Fingerprinting. The Board of Fingerprinting is a separate state agency from DPS. Therefore, DPS is not authorized to respond to any questions you may have regarding the good cause exception process. The Board of Fingerprinting contact information will be included in the DPS denial notice. For more information regarding the Arizona Board of Fingerprinting, please visit their website: <https://fingerprint.az.gov/>.