

Directions on how to complete the process to get your fingerprint clearance card.

Remember! Fingerprinting Should be done digitally-

****First- go to the AWC Nursing Assistant Program Documents page and click to download the page for Fingerprint Clearance Cards.

Program Documents

Nursing Assistant Program Documents

Application Documents	File
Admission Information and Application	Download
Fingerprint Clearance Cards	Download
Program Cost	Download
Nursing Assistant Student Guide	Download
Nursing Assistant Curriculum	Download

* Please note: Admission requirements for all programs include a criminal background check and drug test.

****This page will come up when you click download. There is a BLUE link on that page. Click on that link.



Arizona Department of Public Safety

Did you know you can now apply for your Fingerprint Clearance Card online?

To apply for a Fingerprint Clearance Card

online: Visit the AZDPS website at

<https://www.aps.gemalto.com/az/index.htm>

You will click the "Register" button and choose:

Health Science Student & Clinical Assistant - \$15-1881.

The price is \$73.95.

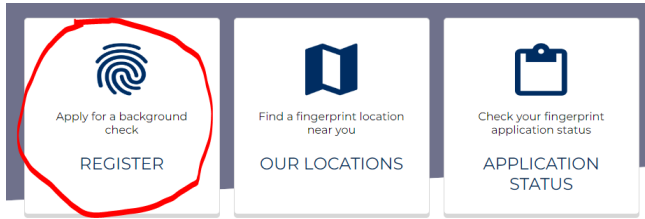
You will complete the application online with your information and then go to the closest location to get your electronic fingerprints done. (Please note that there are other locations available outside of Yuma. To find the location closest to you visit <https://www.aps.gemalto.com/az/index.htm> and click on "Our Locations."

Below is the location for fingerprinting in Yuma AZ.

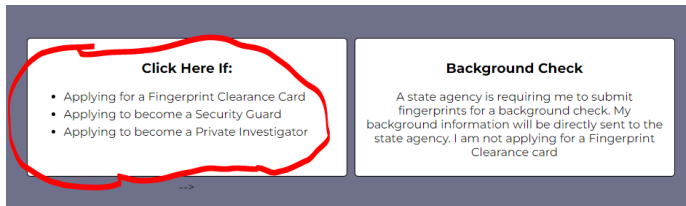
Montes Multiple Services
3080 S. Pacific Avenue, Yuma, AZ 85365
928-344-4002 (walk-ins welcome)

Hours of Operation
Monday-Friday 8am-4pm and Saturday 8am-12pm

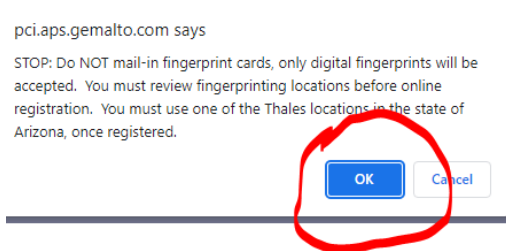
*****That link will take you to a page that has these options- Choose the Apply/Register section.



*****On the next page select the option on the left that says Click Here if: Applying for a Fingerprint Clearance Card.



*****A drop-down box will appear- Click "OK"



*****The following page will appear next. In order to get a reference number to fill out the form you will have to click on the link and make a payment.

Prior to registering for fingerprinting to become a Security Guard, a Private Investigator, or for a Clearance Card you must first submit your application to DPS via the Public Services Portal at <https://psp.azdps.gov/>. After submitting and paying for your application you will be provided a reference number that can be used to register for fingerprinting on the Gemalto website. There will be an \$8.25 transaction charge that will be paid through the Gemalto Website after registering.

Please Note: If Applying for a Clearance Card you MUST enter your complete 10 Character Reference Number.

Step 1 - Please Enter Your Information

Required fields *

Transaction Information

Reference Number *

Last Name *

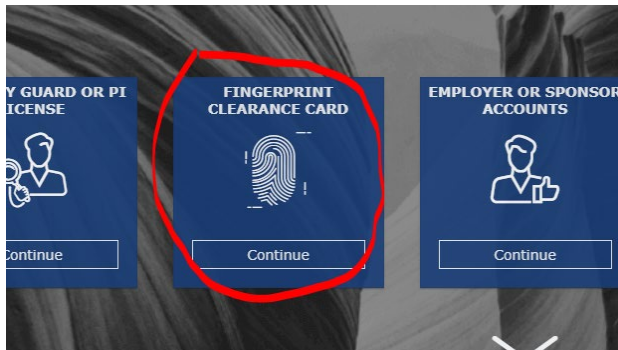
Date of Birth *

MMDDYYYY

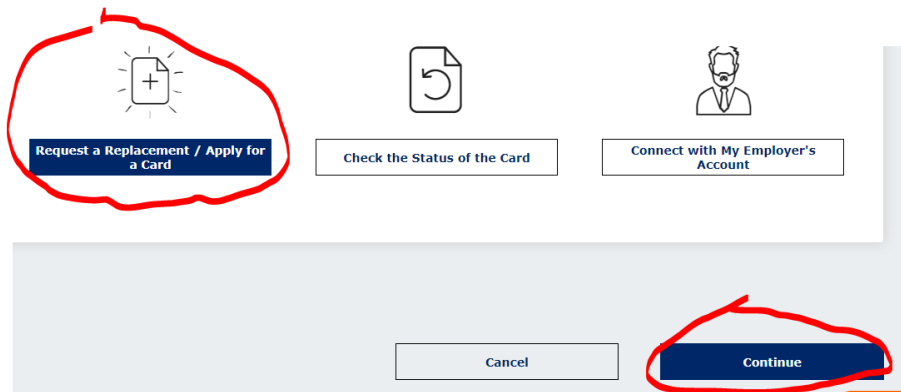
Payment Type *

CONTINUE

*****That link will take you to a page with multiple options. Choose the one for Fingerprint Clearance.



*****On the next page that opens- choose to "Apply for a Card"- then hit Continue.



*****Create an Account:

Login [Continue as Guest to print a PDF fo](#)

Login to access your AZDPS account. *Indicates required

Email Address*

Password*

[Forgot Passw](#)

Login

Don't have an account? [It's easy to create one.](#)

****Click on Individual Personal Account and hit Continue

Account Type Profile Information Address Security Questions Create Account

Please select the type of account you would like to create. Read the description carefully before selecting and continue. The **INDIVIDUAL PERSONAL ACCOUNT** is the most common type of account.

INDIVIDUAL PERSONAL ACCOUNT - Select this option if you are applying for a Fingerprint Clearance Card, a Security Guard License, a Private Investigator's License or are requesting Records for yourself.

The following account types are restricted accounts. They are designed for use by businesses, state regulatory agencies, government agencies, media or law enforcement.

Please select the appropriate service to see additional account options.

- + Fingerprint Clearance Card
- + Security Guard / Private Investigator Licensing
- + Public Records or Department Records

Cancel Continue

****Continue filling out the information and create an account.

Account Type Profile Information Address Security Questions Create Account

Creating Your Account

*Indicates required field.

Legal First Name *

Legal First Name is required

Confirm Legal First Name *

Confirm Legal First Name is required

****Come back to this page. Enter the account information you just created and hit "Login".

Login [Continue as Guest to print a PDF form](#)

Login to access your AZDPS account. *Indicates required field.

Email Address*

Password*

[Forgot Password?](#)

Login

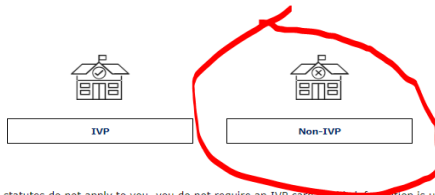
Don't have an account? [It's easy to create one.](#)

****Once you log in you will be able to apply for a New Clearance Card.

What do you need to do?

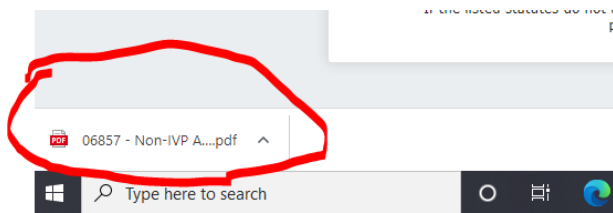
Apply For A New Clearance Card IVP Renewal Replace An Existing Clearance Card

*****Choose a Non-IVP card.



If the listed statutes do not apply to you, you do not require an IVP card. If your information is unknown, please contact the agency requiring you to apply.

*****When you Click on the Non-IVP Choice a form will be downloaded onto your computer. Click on this downloaded form to open it up.



*****When you open the downloaded form 4 pages will show up. This is what the top of the first page looks like.



ARIZONA DEPARTMENT OF PUBLIC SAFETY
2102 WEST ENCANTO BLVD. P.O. BOX 6638 PHOENIX, ARIZONA 85005-6638 (602) 223-2000

"Courteous Vigilance"

DOUGLAS A. DUCEY Governor HESTON SILBERT Director

This is a downloadable and fillable PDF version of the Regular (non-IVP) Fingerprint Clearance Application Form.

Please be aware that you must follow all of the directions below to submit your electronic application.

- **Complete the *Application for Fingerprint Clearance Card*** ("Application"). DPS will accept either a handwritten or typed Application, however it must be complete.
- **You will need to be fingerprinted.** Contact your local law enforcement agency to see if they provide fingerprinting services for the public or contact a private fingerprinting service. The facility you select must take your prints using the standard applicant fingerprint card (Form FD-258).
- After you are fingerprinted, you will need to **mail the following three items** to the address below:

READ EVERYTHING CAREFULLY

**** Scroll Down to Page 4. You can either type in the information- or you can fill it out by hand in either **BLUE or BLACK ink ONLY**

BEFORE YOU TURN IT IN YOU NEED TO MAKE SURE THE CORRECT BOX AT THE BOTTOM HAS BEEN MARKED. It must be the box for Health and Science Student Clinical Assistant.

Please READ all 4 of the pages AGAIN. There is a LOT of information there.

Once you print out these forms an Application Reference Number will be generated. This is the reference number you will need to complete the form to register for fingerprinting.

Prior to registering for fingerprinting to become a Security Guard, a Private Investigator, or for a Clearance Card you must first submit your application to DPS via the Public Services Portal at <https://psp.azdps.gov/>. After submitting and paying for your application you will be provided a reference number that can be used to register for fingerprinting on the Gemalto website. There will be an \$8.25 transaction charge that will be paid through the Gemalto Website after registering.

Please Note: If Applying for a Clearance Card you MUST enter your complete 10 Character Reference Number.

Then hit "Continue"- finish filling out the information and make an appointment or walk-in to:

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