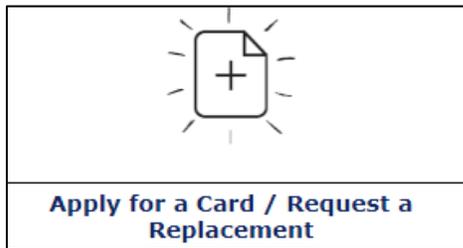


# Arizona DPS Level One IVP Fingerprint Clearance Card Steps

1. Visit this link: <https://psp.azdps.gov/>
2. Click on:



3. Click on:



4. Create an Account or login if you already have an account. You can also [Continue as Guest](#) to print a pdf of the application form for mail submission.
5. Answer all questions. You will need an **IVP Card**.
6. **Reason for applying:** Public and/or Charter School Contractor, Subcontractor, or Vendor and their Employees ARS 15-512
7. **Is this person an employee or volunteer?** Volunteer
8. You can bypass the Employment Information section. No entry is required.
9. You will provide payment by credit card.
10. You will get a Reference Number. **Write it down, you will need it.**
11. Go to the message center in your account and follow the link to Fieldprint:



12. Create an account with Fieldprint.
13. When asked for the Code, click the box that says Fingerprints.
14. Pay the fee.
15. Make an appointment.