

Applicant Clearance Card Team

Agency Guide for Fingerprint Clearance Cards

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Introduction

The Applicant Clearance Card Team processes both regular and Identity-Verified Prints (IVP) clearance card applications according to Arizona state law.

The fingerprint clearance card process differs from the fingerprint criminal history background check process which is also administered by the Arizona Department of Public Safety. In the fingerprint criminal history check process, an applicant's fingerprint card and an inventory sheet are submitted by the agency; paper copies of the applicant's state and/or federal criminal history are then sent to the agency for review. In the fingerprint clearance card process, the applicant submits a fingerprint card and application to the department (along with the appropriate fee). The applicant's state and federal criminal history is then obtained and checked against the precluding factors set out in state law. If the applicant's criminal history does not contain one of the precluding factors, the person will be granted a clearance card. The card, or a denial letter if the applicant is not granted a card, is sent directly to the applicant. A clearance card is good for six years unless it is suspended.

Effective January 1, 2008, all school employees who are required to be fingerprinted either for a fingerprint clearance card or a fingerprint-based criminal history check must submit Identity Verified Prints (IVP). A teacher or school employee who is eligible for a fingerprint clearance card must submit an IVP application when applying for the card. The IVP process requires that the applicant present valid photo identification when fingerprinted and that the fingerprints not be returned to the applicant's possession. At renewal, an applicant with an IVP clearance card number will not need to be re-printed; the person only needs to submit the IVP application, noting the current IVP number, and the applicable fee.

Agencies can contact the Applicant Clearance Card Team to verify the status of an applicant's clearance card. To verify several employees at once, an agency can submit a status verification form. This form can also be used to update the applicant's employer information in order to facilitate notification of the proper oversight agencies in the event the employee's clearance card is suspended. It is the agency's responsibility to ensure that the employee's clearance card is valid.

This guide is intended to assist agencies which facilitate clearance card applications for employees and/or contractors and serve as a resource for locating further information when needed.

FINGERPRINT SUBMISSIONS FOR CLEARANCE CARDS

Department: Applicant Clearance Card Team (ACCT)

Available Monday through Friday from 8:00am to 5:00pm. Closed state holidays.

Phone: (602) 223-2279

Fax: (602) 223-2947

Mailing Address:

Arizona Dept of Public Safety
Applicant Clearance Card Team – MD 2250
PO Box 18390
Phoenix, AZ 85005-9862

Physical Address:

Arizona Dept of Public Safety
2320 N 20th Ave
Phoenix, AZ 85009

(Lewis & 20th Ave)

NOTE:

The Applicant Clearance Card Team and the Applicant Team are two different departments dealing with different fingerprint processes. Please do not use Applicant Clearance Card Team envelopes for correspondence with the Applicant Team – this will only delay processing.

FINGERPRINT SUBMISSIONS FOR CRIMINAL HISTORY CHECKS (NOT clearance cards)

Department: Applicant Team

Available Monday through Friday from 8:00am to 5:00pm. Closed state holidays.

Phone: (602) 223-2223

Fax: (602) 223-2972

Mailing Address:

Arizona Department of Public Safety
Applicant Team – MD 2250
P.O. Box 18430
Phoenix, AZ 85005-8430

Physical Address:

Arizona Dept of Public Safety
2320 N 20th Ave
Phoenix, AZ 85009

ACCESS, TRAINING, AUDITS, AND PRIVACY & SECURITY FOR CRIMINAL HISTORY CHECKS (NOT clearance cards)

Department: Access Integrity Unit

Available Monday through Friday from 8:00am to 5:00pm. Closed state holidays.

Email: NCJA@azdps.gov

Fax: (602) 223-2926

Mailing Address:

Arizona Department of Public Safety
Access Integrity Unit – MD 1190
Attn: Noncriminal Justice Compliance
P.O. Box 6638
Phoenix, AZ 85005

Noncriminal Justice Fingerprint Compliance Team

Megan Dryer
Phone: (602) 223-2720

Nancy Jefferys
Phone: (602) 223-2327

Arizona Statutes for Fingerprint Clearance Cards

General Statutes Concerning Fingerprint Clearance Cards

Applicant Clearance Card Team functions	ARS §41-1758 through §41-1758.08 Precluding offenses: ARS §41-1758.03 ARS §41-1758.07
Board of Fingerprinting – Good Cause Exceptions (appeals)	ARS §41-619.55

Explanation of Statutes Listed on Regular Clearance Card Application

Department of Economic Security

- DES - ARS §41-1964 (Personnel working in a DES certified child care facility) & ARS 46-141 (Personnel, paid or volunteer, employed by a licensee or contractors who are allowed to provide services directly to juveniles)
- DES – ARS §41-1967.01 (Child care home provider)
- DES – ARS §46-141 CW & ABH (Personnel, paid or volunteer, working in a group home residential setting)
- DES – ARS §8-802 (DES CPS workers)
- DES – ARS §36-594.01 (Personnel, paid or volunteer, that work in a group home with persons with developmental disabilities, a home and community based service provider for persons with developmental disabilities, an intermediate care facility for the mentally retarded or as a contract provider for services to persons with developmental disabilities)
- DES Developmental Home Licensure – ARS §36-594.02 (Persons applying for developmental home licensure)
- DES – ARS §36-3008 (Defines the DV Program ARS §46-141 (Personnel, paid or volunteer, working in DV shelters and/or homeless shelters)
- DES – JOBS/WIA ARS §46-141 (Persons who need to enroll in the Workforce Investment Act for employment and/or training)
- State Employee, Non-CPS – ARS §41-1968 (DES employees that are not CPS employees)
- State Employee, IT position – ARS §41-1969 (DES IT personnel – computer programmers)
- DES - Adoption – ARS §8-105 (Person’s applying through DES to adopt children)
- DES – DAAS ARS §41-141 (Department of Aging and Adult Services)
- DES - Foster Home Licensure – ARS §8-509 (Person’s applying through DES for Foster Home Licensure)

Department of Health Services

- DHS – ARS §36-425.03 (Personnel employed by contract providers or licensees that provide children’s behavioral health services directly to juveniles)
- DHS – ARS §36-411 (Residential or nursing care institutions; Home health agencies)
- DHS – ARS §36-897.01 & 36-897.03 (Child Care Group Home; Certification)
- DHS – ARS §36-883.02 (Child Care Employees & Volunteers)
- DHS – ARS §36-882 (Child Care Facility Licensure)

Department of Education

- Dept. of Education – ARS §15-763.01 (Surrogate parent program)
- Dept. of Education – ARS §46-321 (Child Nutrition Programs)
- Dept. of Education – ARS §15-782.02 (Attend Vocational Program; Age 22 or older)

Explanation of Statutes Listed on Regular Clearance Card Application (continued)

Supreme Court, Administrative Office of the Court – ARS §8-322 (Personnel, paid or volunteer, or contract providers of the court that provide services to juveniles)

Dept. of Juvenile Corrections – ARS §41-2814 (Personnel employed by the DJC at any state secure care facility in which committed youths are confined OR any facility under contractual agreement with the DJC in which committed youths are confined)

Nursing Care Administrators & Assisted Living Facility Managers – ARS §36-446.04 (Person’s applying for licensure as a nursing care institute administrator)

DEMA Employees ARS §26-103 (“Project Challenge” employees who will have contact with a program participant. Project Challenge is an educational program established for persons who previously dropped out of high school, are under 20 years old and are not adjudicated delinquent)

Health Science Student & Clinical Assistant - ARS §15-1881 (Person’s enrolled in a program in a public or private postsecondary institution that requires clinical training in hospitals or other health care facilities as part of its educational program)

Public and/or Charter School Contractor, Subcontractor or Vendor OR: Employee of a Contractor, Subcontractor or Vendor of a Public and/or Charter School – ARS §15-512 (Persons who provide services on a regular basis at an individual school. Refer to ARS §15-512(H) for more details.)

AZ. State Hospital – ARS §36-207 (Employee or Volunteer)

AZ Board of Fingerprinting – ARS §41-619.52 (Members and Staff)

AZ Game and Fish – ARS §17-215 (Each employee and volunteer who has contact with children or vulnerable adults)

AZ Dept. of Real Estate Licensure – ARS §32-2108.01

ADOT – ARS §32-2371 (Driver Training School)

AZ Charter School Board Member/Applicant – ARS §15-183C4

Explanation of Statutes Listed on IVP Clearance Card Application

Department of Education Certification -

Dept. of Education (Teacher certification or other DOE certification) – [ARS §15-534](#) (Persons applying for certification through the AZ State Board of Education)

Charter School Instructor -

Charter School Instructor – [ARS §15-183](#) (All personnel, paid/unpaid, in a charter school engaged in instructional work directly as a classroom, laboratory, or other teacher OR indirectly as a supervisory teacher, speech therapist or principal. Also, applicants seeking to establish a charter school who will have direct contact with students)

Tutors and Teacher Preparation Programs -

Tutors/Teacher Prep Programs – [ARS §15-534](#) (Persons who participate in a teacher preparation program that is approved by the state board of education or any person contracted by this state, by a school district or by a charter school to provide tutoring services.)

All Arizona Revised Statutes can be found online on the Arizona State Legislature website:
www.azleg.gov/ArizonaRevisedStatutes.asp

General FAQs

This section contains some of the frequently asked questions concerning the fingerprint clearance card process. The Applicant Clearance Card Team also has FAQs online at www.azdps.gov/Services/Fingerprint.

What is the clearance card process?

When a clearance card application is submitted, the fingerprints are used to run a federal and state criminal history check. The results of the check are then screened by the Clearance Card Team at DPS and compared against the precluding offenses in state law.

- If the applicant DOES NOT have one of the precluding offenses, the card is granted and mailed to the applicant. If the applicant has a criminal history that precludes a Level One clearance card, then a Regular clearance card may be issued along with a letter providing information on how to appeal. Applicants may also be issued cards with Driving Restrictions if they have a recent criminal history of driving under the influence.
- If the applicant's criminal history DOES contain one or more of the precluding offenses, a denial letter is sent to the applicant explaining the reason the card was not approved. If applicable, the letter will contain information on how to appeal the decision to the state Board of Fingerprinting.

More information on appeals and good cause exceptions can be found on the Board of Fingerprinting website. Precluding offenses for a level one fingerprint clearance card can be found in ARS §41-1758.07, subsection B and C. Precluding offenses for the regular fingerprint clearance card can be found in ARS §41-1758.03.

If my agency would like to have clearance card application packets available for our prospective employees, how do I get the supplies?

You can either call DPS at (602) 223-2279 and order the supplies or fax a Supply Order form to (602) 223-2947. A copy of the Supply Order form is in the appendix of this guide. Please order only what you expect to use in the next 90 days since the application form is subject to change. Office hours are Monday through Friday from 8:00 am to 5:00 pm (closed on state holidays).

Individual applicants may request a clearance card packet directly from DPS by either calling (602) 223-2279 or faxing a request to (602) 223-2947. An applicant must specify in the request whether an "Identity-Verified Prints" (IVP) clearance card packet or a regular clearance card packet is needed. Schools can turn to the *School FAQs* section of this guide for more information regarding who is required to have an IVP card. Teachers, student teachers, and charter school instructional personnel are all required to have IVP cards. *Not everyone is legally eligible to apply for a clearance card and may need to be fingerprint-checked under the criminal history check process.*

Where does an applicant go to have fingerprints taken?

DPS does not offer fingerprinting service for the public. An applicant can contact a local law enforcement agency to find out if the agency takes applicant fingerprints or they may contact a private fingerprinting service. For IVP cards, applicants may **only** be fingerprinted by a law enforcement agency, the school district or charter school, or an entity that has a contract with the school to take Identity-Verified Prints.

What is the fee to obtain a Fingerprint Clearance Card?

The current fee is \$67.00 (subject to change) for paid employees and teacher certification. The current fee for volunteers is \$65.00 (subject to change). The fee is non-refundable. DPS accepts cashier's checks, money orders, and checks drawn on a business account. All forms of payment should be made payable to the "AZ Department of Public Safety". State agencies may also elect to submit a State Companion Action Transfer form.

What are Identity-Verified Prints (IVP)?

Applicants who are required to have Identity-Verified Prints clearance cards have to complete a specific process of having their fingerprints taken. The applicant must provide photo identification to the person taking the fingerprints and the type of ID must be documented on the application form. Once the fingerprints are done, the fingerprint card with the person's prints on it is not returned to the applicant. It must be sealed and mailed in the blue postage paid envelope provided by the Clearance Card Team. (See the *Guidelines for Identity-Verified Fingerprints* in the appendix of this guide.) Teachers, tutors, student teachers, and charter school instructional personnel are among those required to have IVP clearance cards.

NOTE: School district and charter school personnel who are not eligible for clearance cards but are required to be fingerprinted under ARS 15-512 must also undergo the Identity-Verified Prints process when being fingerprinted for the criminal history check which is sent to the school. See the *Guidelines for Identity-Verified Fingerprints* in the appendix of this guide and the *Noncriminal Justice Agency Guide for Fee-Based State and Federal Criminal History Checks* for more information.

What is a Level One clearance card and who must have one?

On July 1, 2009, the department began issuing two types of regular and IVP fingerprint clearance cards: the Level One card and the Regular card. Arizona Revised Statutes §41-1758.07 was enacted which placed a higher eligibility standard to receive a Level One card than what is needed for a Regular card. Both cards are valid for six years. Applicants are issued the highest level of card for which they qualify.

The following programs REQUIRE a Level One fingerprint clearance card:

- DES CERTIFIED CHILD CARE PROVIDER & NCRP (ARS 41-1964 & 46-141)
- DES CCR&R REGISTERED HOME (ARS 41-1967.01)
- DES DAAS (46-141)
- DES CHILD WELFARE/ADOPTION AGENCY EMPLOYEE (46-141)
- DES DDD/HCBS (ARS 36-594.01)
- DES DDD/DEVELOPMENTAL HOME LICENSURE (36-594.02)
- DES CPS EMPLOYEE (ARS 8-802)
- DES NON CPS EMPLOYEE (41-1968)
- DES IT POSITION (41-1969)
- DES ADOPTION (8-105)
- DES FOSTER HOME LICENSURE (8-509)
- DHS CHILD CARE GROUP HOME; CERTIFICATION, EMPLOYEES OR VOLUNTEERS (ARS 36-897.01 & 36-897.03)
- DHS CHILD CARE EMPLOYEES AND VOLUNTEERS (ARS 36-883.02)
- DHS CHILD CARE FACILITY LICENSURE (ARS 36-882)
- DHS ARIZONA STATE HOSPITAL EMPLOYEE OR VOLUNTEER (ARS 36-207)
- ARIZONA BOARD OF FINGERPRINTING MEMBERS & STAFF (ARS 41-619.52)
- ARIZONA GAME AND FISH (ARS 17-215)

How long is a Fingerprint Clearance Card valid?

Cards are valid for six years from the date issued.

NOTE: DPS is notified when a person who has applied for a clearance card is arrested and fingerprinted in Arizona. If the arrest is for a precluding offense listed in ARS §41-1758.03 and the person has a valid fingerprint clearance card (not expired), the card will be suspended. If the arrest is for a DUI and the person has a valid clearance card, the card will be changed to a driving restricted card. The suspension or restriction notice will be sent to the applicant to the mailing address that was on the application. The oversight agency and/or the employer may also be notified.

If a new employee already has a Fingerprint Clearance Card, how can I check to see if it is valid?

First, never accept a Xerox copy of a card from any employee; always require the actual laminated card. If the card is not expired, call (602) 223-2279 during normal business hours. Provide the card number, the person's name, and if possible, the person's Social Security Number. Note the date and the badge number of the person you spoke to. If you have more than five names, please fax a status request form to (602) 223-2947. A status request form is in the appendix of this guide. You can also update employer information using the same form; mark the "update employer information" box on the form, and DPS will update the person's account with the new employer information to facilitate appropriate notification in the event of a future card suspension.

Effective March 22, 2013 the status of a Fingerprint Clearance Card can be verified online by going to **www.azdps.gov/Services/Fingerprint** and inputting the card number. Please be sure to check the expiration date.

How can an applicant replace a lost fingerprint clearance card?

An application for a replacement card may be obtained by calling (602) 223-2279 or faxing a request to (602) 223-2947. A \$5.00 fee will be charged per replacement card. Please allow 2 business days to process.

How long does it take to get a Fingerprint Clearance Card?

The average processing time can vary from week to week based on the number of applications received and on whether or not the person has a criminal record. It can take up to 90 days for an application that will require research. An applicant can check the status of his/her application by going online to **www.azdps.gov/Services/Fingerprint** and inputting the application number or by calling the Clearance Card Team at (602) 223-2279.

When should a clearance card holder submit an application for renewal?

Due to unforeseen processing delays that may occur from time to time, the renewal process should begin about six months before the current card expires.

IVP clearance card holders with a current card are not required to submit a new set of fingerprints with the renewal application if:

- a) the card was issued after January 1, 2008, AND
- b) the card has an IVP number printed on it.

If both of the above conditions are met, then the applicant's IVP fingerprints should be on file at DPS. The applicant must write the IVP number on the application in the appropriate box and submit the application along with the appropriate fee. The fee is the same as the current fee for a first-time submittal.

Where is the Fingerprint Clearance Card Unit located?

The Fingerprint Clearance Card Unit is located at 2320 N 20th Avenue in Phoenix. Access to the parking area can only be made from Lewis Ave which is one block north of Encanto Blvd. **NOTE: The Clearance Card unit CANNOT accept IVP applications which are hand-delivered by the applicant. IVP applications and fingerprints CANNOT be returned to the applicant once the inked prints are placed on the card.**

What do I do if my agency is not sure if a particular applicant is eligible for a clearance card or should have the fingerprint criminal history check done instead?

Contact one of the units listed on the contact list on page 4 of this guide and explain the function of the position in question. Only specific functions are eligible for the clearance card process – DPS personnel are able to assist you in determining which of the two processes to use. If your agency is a school, the information in the *School FAQs* section of this guide addresses this question.

School FAQs

PUBLIC DISTRICT SCHOOLS	Applicable Statute
Who is eligible for a fingerprint clearance card?	
Persons required by the AZ Department of Education (ADE) to be certified.	<i>ARS §15-534</i>
Persons who participate in a teacher preparation program that is approved by the state board of education.	<i>ARS §15-534</i>
Persons contracted by this state, by a school district, or by a charter school to provide tutoring services.	<i>ARS §15-534</i>
Contractors, subcontractors, or vendors (and their employees).	<i>ARS §15-512</i>
Who is NOT eligible for a fingerprint clearance card?	
<u>No other public school employee can legally apply for a fingerprint clearance card.</u> The school is required to submit fingerprints for these employees to the <u>Applicant Team</u> for a state and federal fingerprint-based criminal history check. (Identify Verified Prints rules still apply. See the IVP Guidelines in the appendix of this manual.) Parent volunteers are not eligible to apply for clearance cards; fingerprint checks on parents are done via the criminal history check process.	<i>ARS §15-512</i>
	<i>ARS §15-106</i>
CHARTER SCHOOLS	Applicable Statute
Who is eligible for a fingerprint clearance card?	
Any person <u>engaged in instructional work</u> directly as a classroom, laboratory, or other teacher or indirectly as a supervisory teacher, speech therapist, or principal.	<i>ARS §15-183</i>
Any person seeking to establish a charter school and who will have direct contact with students.	<i>ARS §15-183</i>
Persons who participate in a teacher preparation program that is approved by the state board of education.	<i>ARS §15-534</i>
Persons contracted by this state, by a school district, or by a charter school to provide tutoring services.	<i>ARS §15-534</i>
Contractors, subcontractors, or vendors (and their employees).	<i>ARS §15-512</i>
Who is NOT eligible for a fingerprint clearance card?	
<u>No other charter school employee can legally apply for a fingerprint clearance card.</u> The charter school is required to submit fingerprints on these employees to the <u>Applicant Team</u> for a state and federal fingerprint-based criminal history check. (Identify Verified Prints rules still apply. See the IVP Guidelines in the appendix of this manual.) Parent volunteers are not eligible to apply for clearance cards; fingerprint checks on parents are done via the criminal history check process.	<i>ARS §15-512</i>
	<i>ARS §15-106</i>

PRIVATE SCHOOLS	Applicable Statute
Who is eligible for a fingerprint clearance card?	
<p>If the school requires its teachers to be certified through the state, then the teacher would be required to obtain a clearance card to obtain a teaching certificate.</p>	<p><i>ARS §15-534</i></p>
<p>If the school has a child care facility licensed by DHS and/or DES, persons providing direct care to the children in the facility would be required to have a fingerprint clearance card.</p>	<p><i>ARS §41-1964</i> <i>ARS §46-141</i> <i>ARS §36-882</i> <i>ARS §36-883.02</i></p>
Who is NOT eligible for a fingerprint clearance card?	
<p>No other employee can legally apply for a fingerprint clearance card. The school may submit fingerprints on these employees to the Applicant Team for a state level only fingerprint-based criminal history background check <u>if the school is also non-profit.</u></p>	<p><i>ARS §41-1750</i></p>

Helpful Links

Below are links to websites which contain more information on fingerprinting and fingerprint clearance cards.

Applicant Clearance Card Team FAQs
www.azdps.gov/Services/Fingerprint

Arizona Board of Fingerprinting (appeals/good cause exceptions)
www.azbof.gov

Arizona State Legislature (Arizona Revised Statutes)
www.azleg.gov/ArizonaRevisedStatutes.asp

Arizona Dept of Education (fingerprints)
www.azed.gov/educator-certification

Arizona State Board of Charter Schools (fingerprinting):
www.asbcs.az.gov/school_resources/fingerprinting.asp

Appendix - Forms/Information Sheets

The following pages are information sheets and forms to assist agencies with various aspects of the clearance card process. Below are summaries of the forms/information sheets in this section.

Guidelines for Identity-Verified Prints

These guidelines provide instructions for Identity-Verified Prints for both criminal history record checks and IVP Clearance Cards.

Status Request Form

Use the Status Request form to verify the status of new employees' existing clearance cards. You can also update employer information using this form. Fax the form to (602) 223-2947.

Applicant Clearance Card Team Supply Order form

Use the Supply Order form to request applications, fingerprint cards, and envelopes for both Identity Verified Fingerprint clearance cards and regular clearance cards. Fax or mail it to the number/address indicated on the form. This form may be copied and used as needed.

GUIDELINES FOR IDENTITY-VERIFIED FINGERPRINTS

FINGERPRINT CRIMINAL HISTORY CHECKS

PROCEDURE 1

(On-site fingerprinting by employees)

Use this procedure if the applicant is fingerprinted by a school employee. If the applicant will be fingerprinted elsewhere or by someone other than a school employee (contractor or law enforcement agency), use Procedure 2.

1. The school ensures the top portion of the fingerprint card is properly completed. Either the applicant or the school employee may fill out the card; however, the school employee must review the information for accuracy. By signing the card, the applicant confirms the information on the card is correct.
2. The applicant takes the fingerprint card and a valid photo ID to the person who will be taking the fingerprints.
3. The person performing the fingerprinting (fingerprint technician) shall compare the photo ID to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the fingerprint card to ensure the information matches the applicant. The fingerprint technician **CANNOT** return the fingerprint card to the applicant once the applicant has been printed.
4. The fingerprint technician shall complete an Identity-Verified Prints chain-of-custody form (developed and provided by the school).
5. The Identity-Verified Prints chain-of-custody form must have the name of the school/school district on it and require the fingerprint technician to fill out the following information:
 - ♦ The printed name of the applicant.
 - ♦ The printed name or identification number of the person taking the fingerprints.
 - ♦ The type of the valid photo ID used to verify the applicant's identity. (Examples: driver's license, passport, MVD issued ID card, etc.)

If all of the following conditions are met, the school fingerprint technicians may maintain an Identity-Verified Prints log in lieu of an individual chain-of-custody form for each applicant:

- ♦ ALL applicants must be fingerprinted at the school/school district in the same location (e.g. human resources).
 - ♦ The log must contain all of the information required on the chain-of-custody form.
 - ♦ The log must be retained for as long as the school may be required to demonstrate that it followed proper fingerprinting procedures. (DPS requires five years; state oversight agencies may have a longer retention requirement.)
6. The chain-of-custody form (or log) shall be maintained by the school; do not submit the chain-of-custody form to the DPS Applicant Team.
 7. The school shall submit the fingerprint card, inventory sheet, and payment to the DPS Applicant Team for processing.

GUIDELINES FOR IDENTITY-VERIFIED FINGERPRINTS

FINGERPRINT CRIMINAL HISTORY CHECKS

PROCEDURE 2

(Off-site fingerprinting by non-employees)

Use this procedure if the applicant will be fingerprinted by someone OTHER than a school employee, such as a contractor or a law enforcement agency. If the applicant will be fingerprinted by a school employee, use Procedure 1.

1. The school ensures the top portion of the fingerprint card is properly completed.
2. The applicant takes the fingerprint card, Identity-Verified Prints chain-of-custody form (developed and provided by the school), and a valid photo ID to the person who will be taking the fingerprints (fingerprint technician). Prints not taken directly by school personnel must be done at a law enforcement agency or by an entity that has a contract with the school to take Identity-Verified fingerprints. There may be an additional fee to be fingerprinted.
3. The fingerprint technician shall compare the photo ID to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the fingerprint card to ensure the information matches the applicant. By signing the card, the applicant affirms the information on the card is correct. The fingerprint technician **CANNOT** return the fingerprint card to the applicant once the applicant has been printed.
4. The Identity-Verified Prints chain-of-custody form must have the name of the school/school district on it and require the fingerprint technician to fill out the following information:
 - ♦ The printed name of the applicant.
 - ♦ The printed name and/or ID number of the person taking the fingerprints.
 - ♦ The agency/company where the applicant was fingerprinted.
 - ♦ The type of valid photo ID used to verify the applicant's identity. (Examples: driver's license, passport, MVD issued ID card, etc.)
5. The fingerprint card may be submitted to DPS by either of the following processes:
 - a) The fingerprint technician returns the completed fingerprint card and chain-of-custody form to the school (mail or pickup). The fingerprint card is **NOT** to be returned to the applicant. The school then submits the fingerprint card, the inventory sheet, and payment to the DPS Applicant Team for processing. The chain-of-custody form shall be maintained by the school; do not submit the chain-of-custody form to the DPS Applicant Team.

OR

- b) The school may provide the applicant the completed white copy inventory sheet (maintain "canary" copy for school records) and the accompanying fingerprint card, the Identity-Verified Prints chain-of-custody form, and payment with a postage paid envelope (paid by the school), and request the fingerprint technician to submit the fingerprint card, inventory sheet, and payment to the DPS Applicant Team directly for processing; the fingerprint card is **NOT** to be returned to the applicant. The applicant can then return the chain-of-custody form back to the school.

GUIDELINES FOR IDENTITY-VERIFIED FINGERPRINTS

IDENTITY-VERIFIED PRINTS CLEARANCE CARDS

Use this procedure for an individual who is submitting an application for an IVP fingerprint clearance card:

1. The applicant should complete the IVP Fingerprint Clearance Card application form and the top portion of the fingerprint card.
2. The applicant needs to obtain a money order or cashier's check in the amount of \$67 (\$65 if the applicant is a volunteer who will provide services in a school). The cashier's check or money order must be made payable to DPS.
3. The applicant then takes the application form, the fingerprint card, the cashier's check or money order, the blue DPS postage-paid return envelope, and a valid photo ID to the person who will be taking the fingerprints. The prints must be done at a law enforcement agency, the school district or charter school, or at an entity that has a contract with the school to take Identity-Verified Prints. There may be an additional fee to have the fingerprints taken.
4. The person performing the fingerprinting (fingerprint technician) shall compare the photo identification to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the application form and the fingerprint card fingerprint card to ensure the information matches the applicant.
5. The person taking the fingerprints must complete the "Attention Fingerprint Technician" section of the application form. This is the chain-of-custody section: **if this section is not completed, the application packet will be returned unprocessed.** The person taking the fingerprints **CANNOT** return the fingerprint card to the applicant once the applicant has been fingerprinted.
6. The person performing the fingerprinting shall then place the application form, the fingerprint card, and the payment (cashier's check or money order) in the blue DPS postage-paid return envelope and place the envelope in the mail. The envelope with the fingerprints **CANNOT** be given to the applicant.

EXAMPLE

(NAME OF SCHOOL)

Chain-of-Custody Form for Identity-Verified Fingerprints

ATTENTION FINGERPRINT TECHNICIAN:

Per Arizona Revised Statutes §15-106, you are **required** to complete this form when taking this applicant's identity-verified fingerprints. A chain-of-custody must be maintained; **DO NOT** give the fingerprint card back to the applicant once the fingerprints have been taken.

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints. (If using a Livescan with the ability to print demographic information on the fingerprint card, please do so.)
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. Please print clearly.
4. Once the prints have been taken, (*offsite options - pick one of the following and insert it here*)
 - Place the fingerprint card and this form in the self-addressed stamped envelope and send it back to the (name of school). **DO NOT** give the fingerprint card back to the applicant.
 - Hold the fingerprint card and this form for pickup by the school according to our agreement with your agency. **DO NOT** give the fingerprint card back to the applicant.
 - Place the fingerprint card, the inventory sheet, and the payment in the addressed, stamped envelope provided by the school and mail it. Give this form back to the applicant to return to the (name of school). **DO NOT** give the fingerprint card back to the applicant.

PRINT the following information:

Date	Name of Applicant
Name of Fingerprint Technician (PRINT):	
Fingerprint Technician's Agency/Company Name	
Type of Photo ID provided (check one):	
<input type="checkbox"/> Driver's License/MVD Issued ID	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Passport	_____

Date: _____ LIMIT OF TWO FORMS PER DAY TO DPS (No more than 20 names per day)

Processed by DPS _____
(Date and Badge)

TO: DPS Applicant Clearance Card Team FAX: 602-223-2947 Phone: 602-223-2279	ALL INFORMATION IN THIS BOX IS MANDATORY FROM: Contact Person: _____ Company Name: _____ Address: _____ (Street, City, State, ZIP) Phone: _____ FAX: _____	Check one box: <input type="checkbox"/> Status request only <input type="checkbox"/> Status request <u>and</u> request to update employer information. Mandatory: Provide ARS code(s) from form DPS 802-06587 (Print Card Application) that require <u>your employees</u> to have a clearance card here:
--	--	---

Mandatory	One or more of these <u>three</u> columns must be completed to process request			<u>This column for DPS response ONLY</u> L1 = Level One Card DR=Driving Restricted Card
Last name, First name	SSN	Card # / Issue Date	Application #	Status (Refer to box checked)
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card
		#: Issue Date:		<input type="checkbox"/> Valid L1 Card <input type="checkbox"/> Valid L1 DR Card <input type="checkbox"/> In process <input type="checkbox"/> Valid Reg Card <input type="checkbox"/> Valid Reg DR Card <input type="checkbox"/> Not in System <input type="checkbox"/> Pending Reprint <input type="checkbox"/> Suspended <input type="checkbox"/> Denied Card

APPLICANT CLEARANCE CARD TEAM (ACCT)
SUPPLY ORDER FORM
Telephone #: (602) 223-2279

NOTE: Please destroy any OLD ORDER FORMS with a revision date prior to 05-2010.

Date: _____ Please allow 3-4 weeks for processing.

MAIL to the ATTENTION of: _____ PHONE #: _____

AGENCY NAME: _____

AGENCY MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

COMMENTS: _____

FAX completed form to: (602) 223-2947

OR

MAIL completed form to:

Arizona Department of Public Safety

P.O. Box 18390

Phoenix, AZ 85005-8390

BOX 1

Order IDENTITY VERIFIED FINGERPRINT (IVP) supplies in THIS box for:

- Individuals applying for certification through the AZ State Board of Education under ARS 15-534
- Charter School Instructors under ARS 15-183
- Tutors and Teacher Prep Programs under ARS 13-534

Please limit your order to a 90 day supply since the application forms are subject to change.

Circle amount requested:

IDENTITY VERIFIED PRINTS APPLICATION (DPS # 802-07263) ----- 25 50 100 200

Note: If a supplement to the application is included with your order, you need to make a copy to go with each application distributed.

FINGERPRINT CARDS ----- 25 50 100 200

POSTAGE PAID ENVELOPES ----- 25 50 100 200

Note: Postage paid envelopes are only to be ordered for individuals submitting Identity Verified Fingerprint applications mailed within the United States.

BOX 2

Order REGULAR APPLICATION supplies in THIS box.

Please limit your order to a 90 day supply since the application forms are subject to change.

Circle amount requested:

REGULAR APPLICATION FORMS (DPS #802-06857) ----- 25 50 100 200

Note: If a supplement to the application is included with your order, you will need to make a copy to go with each application distributed.

FINGERPRINT CARDS ----- 25 50 100 200

REGULAR RETURN ENVELOPES ----- 25 50 100 200

FOR ACCT USE ONLY:

ORDER REQUEST RECEIVED: _____ ORDER MAILED: _____

(Date / Badge)

(Date / Badge)



ARIZONA DEPARTMENT OF PUBLIC SAFETY

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

"Courteous Vigilance"

JANICE K. BREWER ROGER VANDERPOOL
Governor Director

ON-LINE STATUS VERIFICATION

EFFECTIVE MARCH 22, 2013:

You are now able to verify the status of a Fingerprint Clearance Card application *or* a Fingerprint Clearance Card by going to the DPS website using this link:
<http://www.azdps.gov/Services/Fingerprint/>

You can search by application number or Fingerprint Clearance Card number.

ATTENTION AGENCIES/EMPLOYERS:

Please provide a copy of this notice with any individual application packets you distribute.