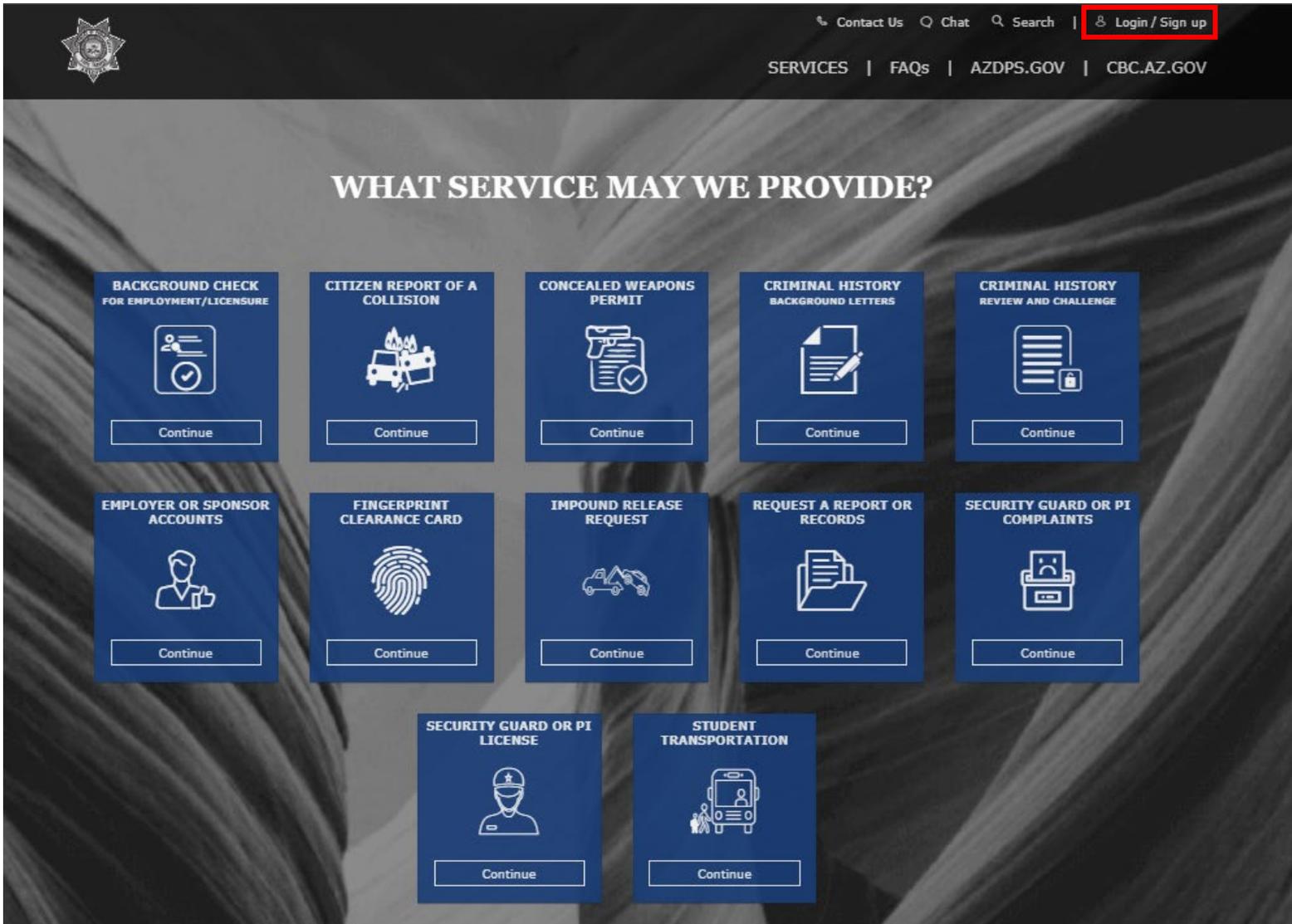
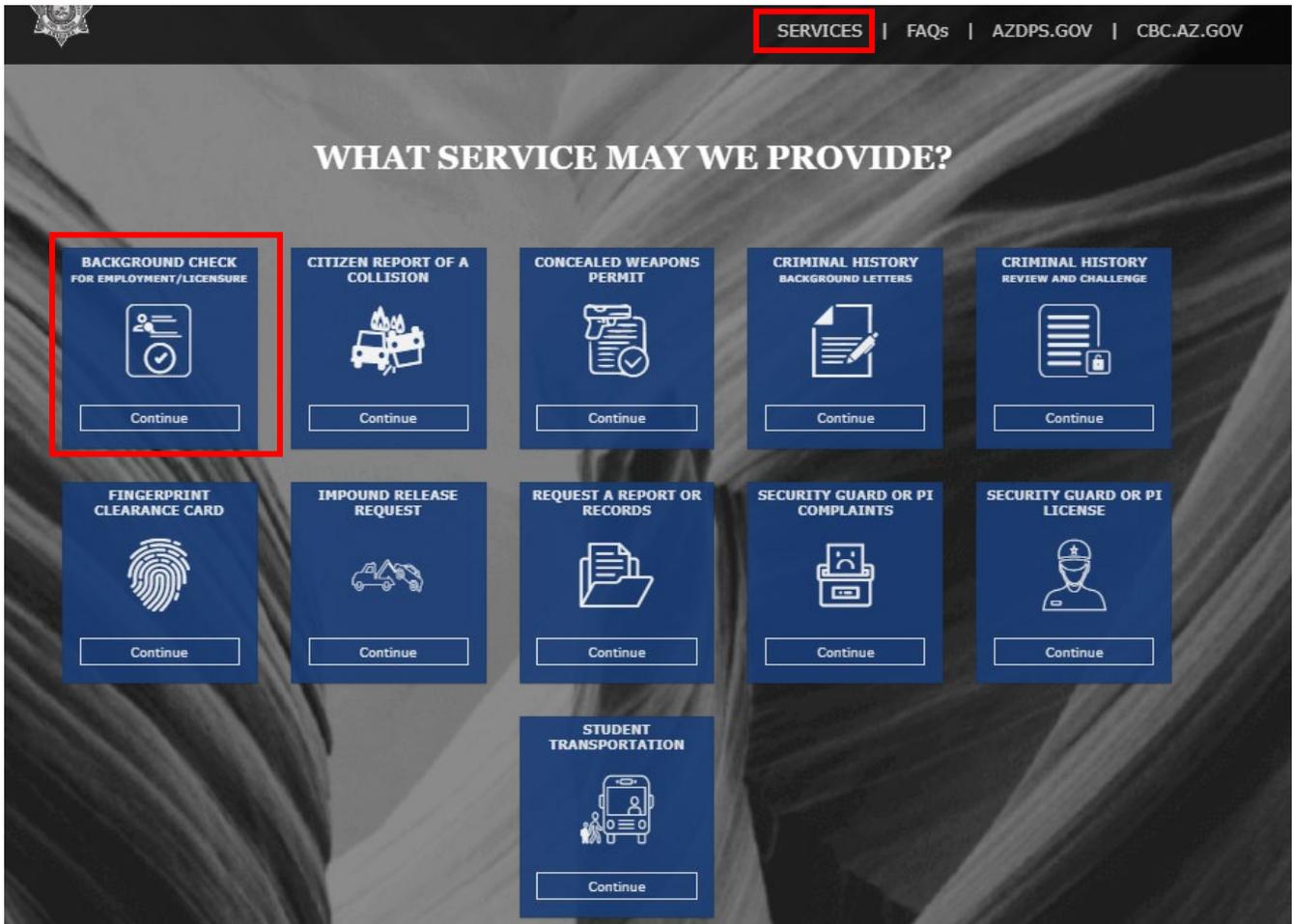


Submitting a Fingerprint Criminal History Check Online:

1. At psp.azdps.gov either sign up for an INDIVIDUAL account or log in if you already have one.



2. On the services page, select the **Background Check for Employment/Licensure** box.



3. Enter the purpose code provided to you by the licensing agency or employer that requires the fingerprint criminal history check. Click **Continue**.

Fingerprint Code

Enter the Fingerprint Code (Given by your employer/agency) *

4. After acknowledging a Privacy Act Statement, you will fill out additional information. Verify the agency information based on the code you entered and select whether you are an employee or a volunteer. Click **Continue**.

Agency Information

Agency Name *
AZ DES DEPT OF CHILD SFTY

Agency Type *
Criminal Justice Contractor

Are you an applicant, a full-time employee or a volunteer? *
 Applicant/Employee Volunteer

Cancel Save Continue

5. Next, fill out your personal information. Name fields will be filled out already to match the information you used when creating your profile. Please ensure that this information matches the ID that you will present when getting your fingerprints taken in order to avoid delays. Click **Continue**.

Applicant Information

Applicant Information for **AZ DES DEPT OF CHILD SFTY Agency**

Please enter your Legal Name

First Name *

Karen

Middle Initial

Last Name *

Smith

Suffix

Social Security Number *

I choose not to provide or I don't have one

Race *

Select

Sex *

Select

Height (ft) *

Select

(in) *

Select

Weight *

Enter your Height in feet and inches. For example, if you are 5 feet, 4 inches, enter 5 in the (ft) field and 04 in the (in) field.

Weight in pounds

Eye Color *

Select

Hair Color *

Select

Place of Birth* ⓘ

Country *

USA

State *

Select

6. On the following page, read the fingerprinting statement, the authorization statement, and sign the application. The signature must match your name on the application, first and last name only. Press **Continue**.

The screenshot shows a web form titled "Signature". It contains two main sections:

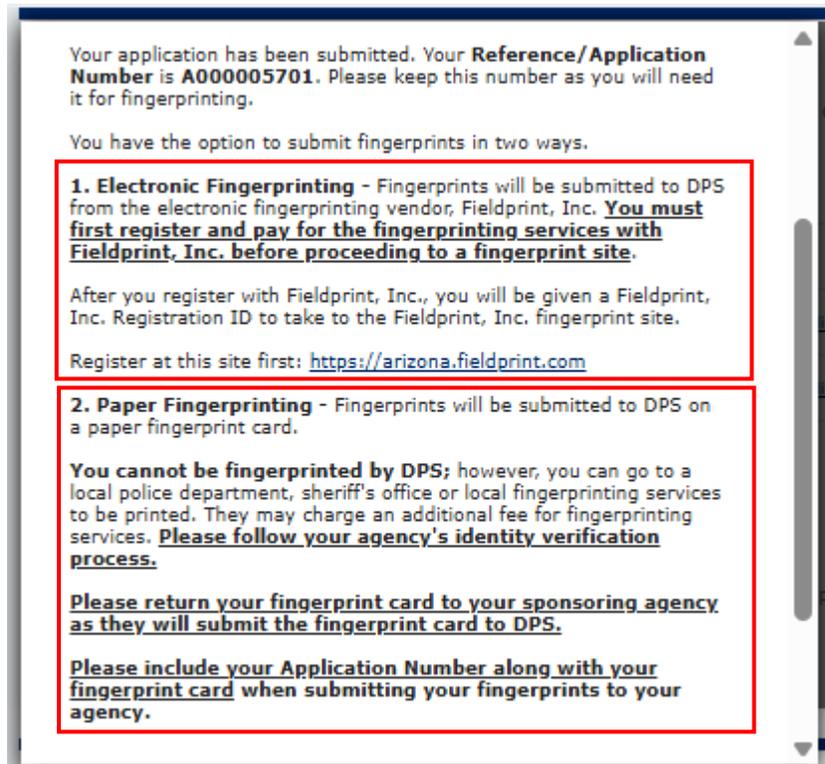
- Fingerprinting:** A box with the text: "After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process."
- Applicant Signature:** A box containing a checked checkbox with the text: "I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.*". Below this is a text input field labeled "Signature *" with the text "Karen Smith" entered. A small instruction below the field reads: "Type your full legal name as your signature."

At the bottom of the form are three buttons: "Cancel", "Save", and "Continue". The "Continue" button is highlighted in dark blue.

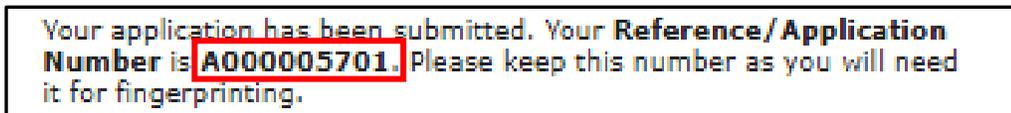
7. You will review your application on the next page, please ensure that it is accurate before submitting. If it looks correct, click **Continue to my Order**.
8. You may pay by credit card (select **Submit and Pay**) or request employer pay. If your employer/agency will pay for the application, click **Request Employer/Agency Pay** and you will be prompted for their email address. You must obtain the email address from them, and the email must be associated with their PSP account.
 - If you pay for the request yourself, once you proceed to pay, you will be taken to a separate payment screen. After paying, you will need to log back in to your PSP account.

- If you send the request to your employer/agency, your status will continue to show pending payment until it has been paid for, and DPS will not have a record of the request until payment is made.

9. After you or your employer have completed the payment, you will need to submit fingerprints. You will receive a message in your PSP message center with fingerprint instructions after payment is submitted. Please follow instructions carefully for the method of printing that you choose.



10. If you choose to be printed electronically by Fieldprint, please note that you will need the reference number from your message to schedule the appointment.



11. Go to arizona.fieldprint.com and either sign up or log in if you have an account (for any issues logging in or signing up, please contact Fieldprint. DPS cannot assist with their website.)

<h3>Sign Up</h3> <p>For new users, please select "Sign Up" below to schedule a Fieldprint appointment.</p> <p>Sign Up</p>	<h3>Returning User Login</h3> <p>For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.</p> <p>Log In</p>
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12. When scheduling your appointment, you will see a box for a 'Fieldprint Code' at the top of the page. Ignore this field and scroll down under the title **"4 Total reasons Available"**

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you don't have a Fieldprint Code, please contact the employer or organization that sent you to this website. Otherwise, enter your Fieldprint Code in the Fieldprint Code box below.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to "Don't have a Fieldprint Code?" and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking "Continue with this Reason."

Fieldprint Code

[Continue with Fieldprint Code](#)

Don't have a Fieldprint Code?

Notice

If you were not issued a Fieldprint Code by your employer/agency, please enter the reason you are being fingerprinted in the blank cell below or select a reason from the list of potential options. If you do not know the reason for your fingerprinting request or it is not listed, please contact your employer/agency.

4 Total Reasons Available

13. Next to “**Background Check for Employment/Licensure**” click “**Continue with this Reason**”

Background Check for Employment/Licensure Continue with this Reason

Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint-based background check for employment or licensure.

Fingerprint Clearance Card Continue with this Reason

Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint Clearance Card application.

Security Guard Continue with this Reason

Fingerprints will be submitted to the Arizona Department of Public Safety for your Security Guard application.

Private Investigator Continue with this Reason

Fingerprints will be submitted to the Arizona Department of Public Safety for your Private Investigator application.

14. On the next screen, enter your reference (A) number and your last name and DOB. This information must be the same as what was on your application, and the same as the ID you will present when your prints are taken.

Arizona Demographics

NOTICE: Please ensure your information is consistent with your AZ DPS application. Inconsistencies could delay the submission of your prints.

* — Required Fields

Reference Number * ?

Last Name *

Date Of Birth *

Note: If you enter your reference number, last name, and DOB and receive a ‘**Problem with Request**’ error, there might be an information discrepancy. Check your public service portal to make sure you have the right reference number and ensure that your name and DOB on your

application are the EXACT same as what you are using here and on your ID. If you made a mistake on your application and need your name or DOB corrected, contact the Applicant Processing Team at (602) 223-2223. You can also email appteam@azdps.gov to have the name corrected. **If you choose to email the team, please include:**

- Your reference number
- A photo of your ID
- A description of what you need done. (*i.e. "I submitted my application with the incorrect/incomplete name, DOB, etc. and I need the application to be corrected so that I can schedule my appointment with Fieldprint."*)

15. From here you will select your time and location for printing. Once printed, Fieldprint will submit your prints to DPS.