

Non-IVP Clearance Card Application Changes

Effective January 2026

What is changing with the non-IVP clearance card application?

Beginning January 2026, only the most current version of the clearance card application will be accepted. The Fingerprint Clearance Card application is updated multiple times per year in accordance with legislative and regulatory changes. To submit the proper application, applicants have the following options:

- **Apply electronically online** at the DPS Public Service Portal at <https://psp.azdps.gov/> and have fingerprints taken electronically. Electronic fingerprinting via FieldPrint is available at locations both inside and outside of Arizona.

OR

- **Submit the most current version of the paper application.**
 - The most current paper application can be obtained at [PSP Paper Application Download](#).
 - You do not need a Public Service Portal account to download the paper application. Instructions can be found here at FAQ: [Can I apply for a Clearance Card without a PSP account?](#)
 - Paper applications with paper fingerprint cards MUST be accompanied by the new **NON-IVP Fingerprint Affidavit** form which will be available with the application download.

What do I need to know if I want to submit a paper application?

1. Download the current paper application form from [PSP Paper Application Download](#). Instructions for finding it can be found here: [Can I apply for a Clearance Card without a PSP account?](#).
2. Fill out the application.
3. Take the **NON-IVP Fingerprint Affidavit** form with you to get fingerprinted and give it to the fingerprint technician. (If you need another copy of just the NON-IVP Fingerprint Affidavit form, you can download it here: [NON-IVP Fingerprint Affidavit Form](#).)
4. The **NON-IVP Fingerprint Affidavit** form and your fingerprints should be sealed in an envelope prior to the technician handing it back to you.
5. Send your application, payment, and the sealed envelope containing the NON-IVP Fingerprint Affidavit form and your fingerprint card to the DPS Clearance Card Section at:

AZDPS Clearance Card Section
P.O. Box 18390
Phoenix, AZ 85005

Or visit the DPS Public Services Center Lobby at:

2222 W Encanto Blvd
Phoenix, AZ 85009

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Why is the non-IVP application changing?

This change from accepting previous versions of the application is necessary to:

- Ensure that applicants can select only an authorized Reason Fingerprinted option on the application. Older applications may contain outdated or repealed options that are not currently valid.
- Ensure that applicants are receiving the most updated version of the privacy and security statements. The privacy and security rules are updated periodically, and by regulation, applicants must receive statements of their rights.
- Ensure that applicants have the proper NON-IVP Fingerprint Affidavit form needed to submit with the paper fingerprint card. The Clearance Card Section is updating the non-IVP fingerprint verification process in accordance with FBI and Compact Council rules, and the required affidavit will be available for download with the paper non-IVP application by January 5. (Fingerprints submitted electronically with online non-IVP applications DO NOT need the fingerprint affidavit form.)

Who do I contact if I have questions about the non-IVP clearance card application or the Fingerprint Affidavit form?

DPS Clearance Card Section

(602) 223-2279

fingerprint@azdps.gov