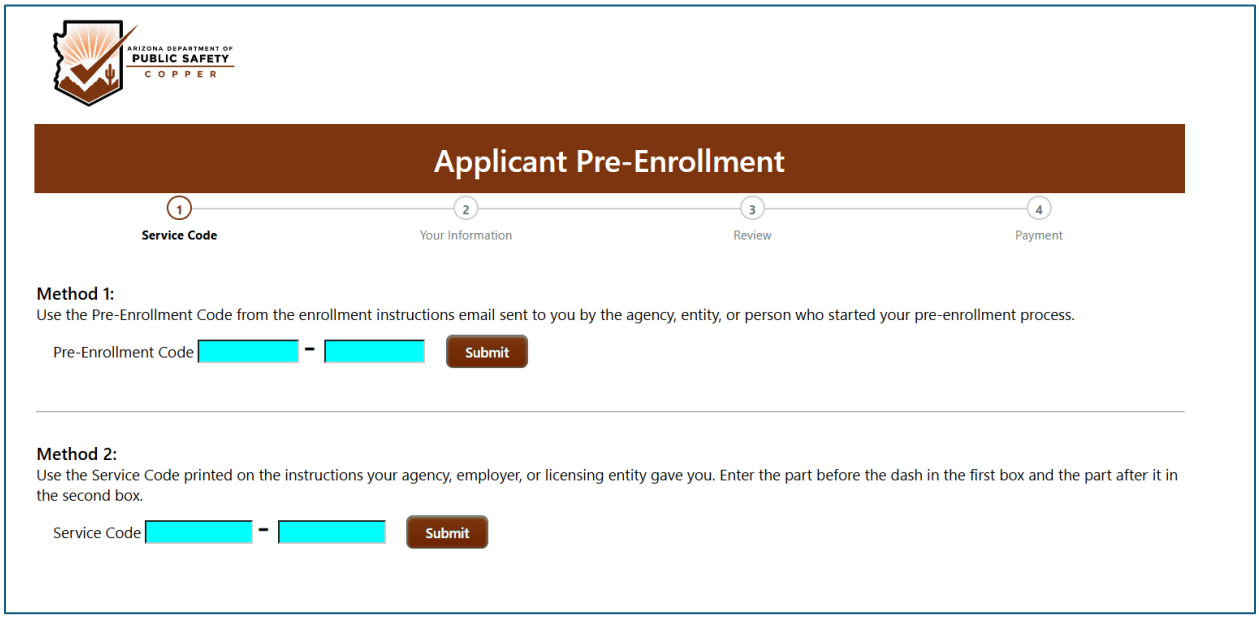
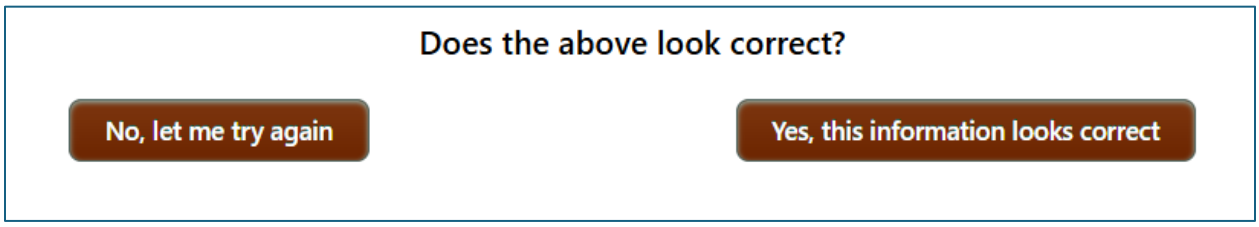
Arizona Department of Public Safety
COPPER Check Applicant Pre-Enrollment Instructions

1. Navigate to the Arizona Department of Public Safety COPPER Check Pre-enrollment site at https://coppercheck.azdps.gov/AZPreEnroll/ or click the link in the email you received from COPPER Check.



2. Enter your code.
   a. If you received an email from COPPER Check with a one-time **pre-enrollment code (format XXXX-XXXX)**, enter it under "Method 1."
   b. If you received a **Service Code** (format XXX-XXX.X) from the agency requiring you to be fingerprinted, enter it under "Method 2." Everything before the dash goes in the first box. Everything after the dash INCLUDING THE PERIOD goes in the second box.
   c. Click "Submit."

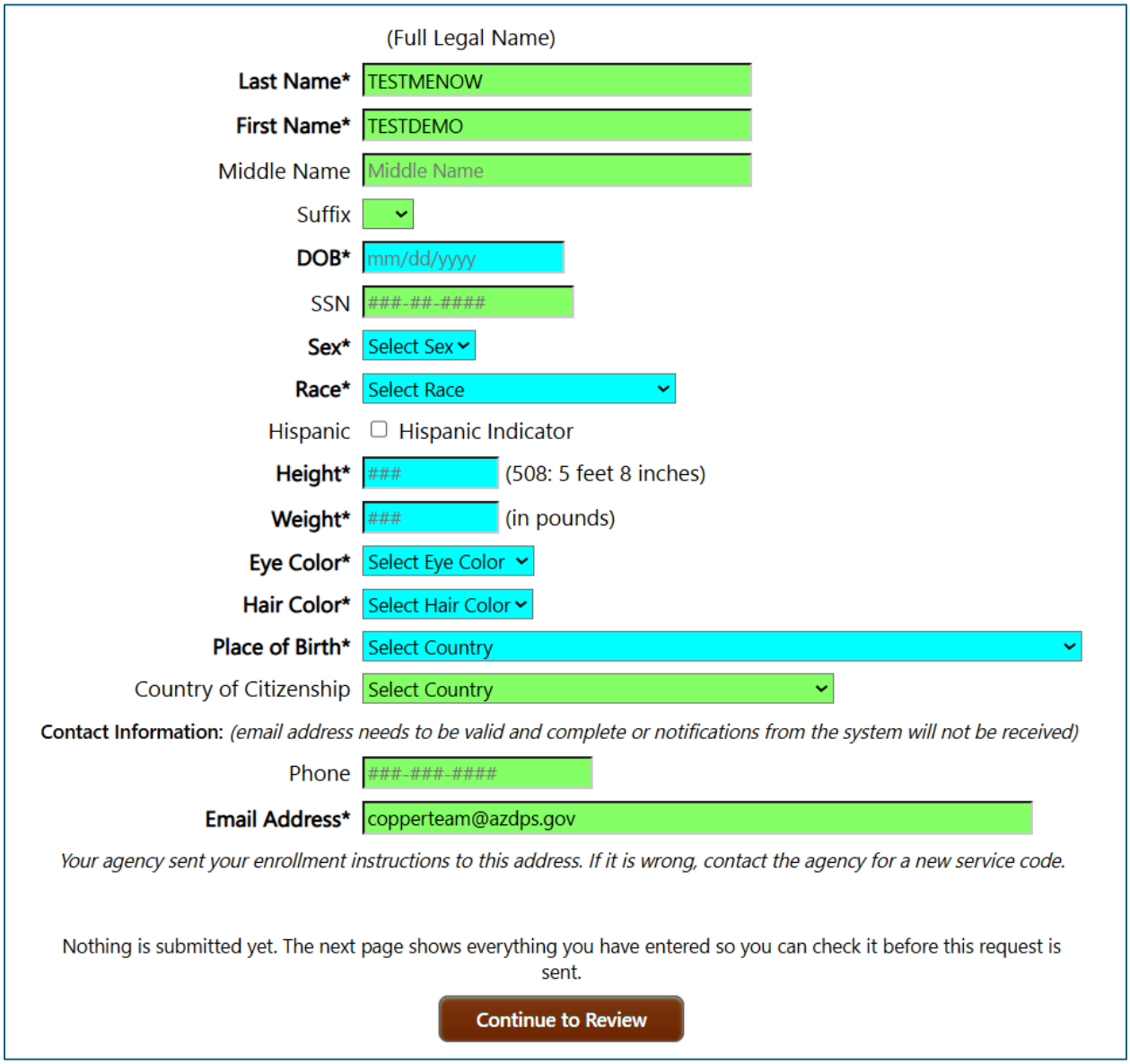
3. Review the agency and transaction type on the Confirmation Page.
   a. If everything is correct, click "Yes, this information looks correct."



   b. If the information is NOT correct, **STOP**.
      i. Check to be sure you entered your code correctly.

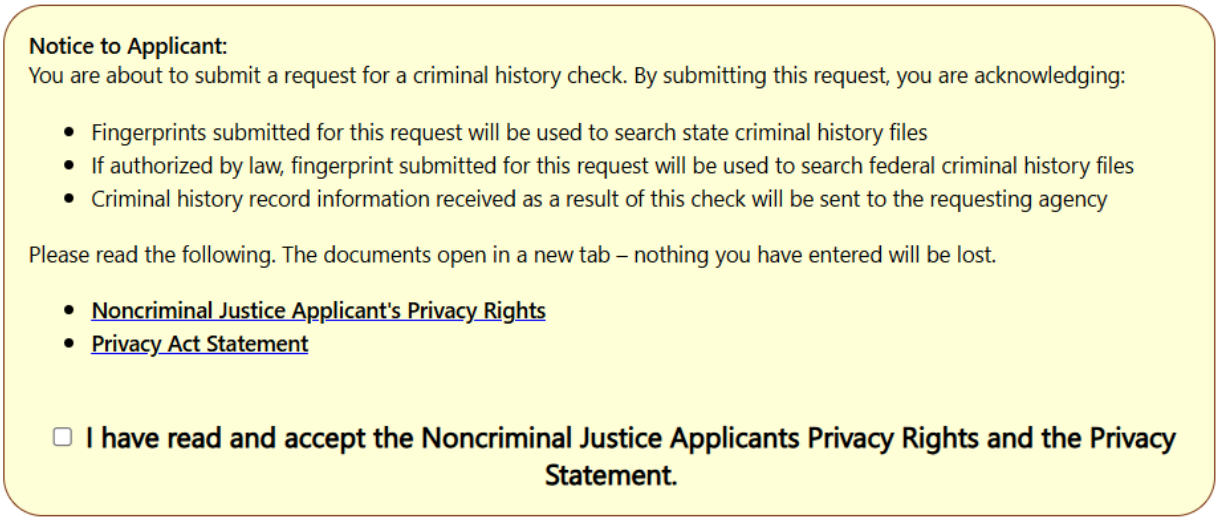
ii. If you believe you entered the code correctly and the information is still not correct, contact the agency requiring you to be fingerprinted and request the correct code.

4. Completed the information form.
   a. Review any pre-filled information.
      i. If your name and email are pre-filled, review to ensure those are correct.
      ii. If not correct, contact the agency requiring you to be fingerprinted and ask them to send a new pre-enrollment email with the correct information.
   b. Fill out the required information. Required information has **BOLD** lettering and a BLUE box.
   c. Click "Continue to Review."



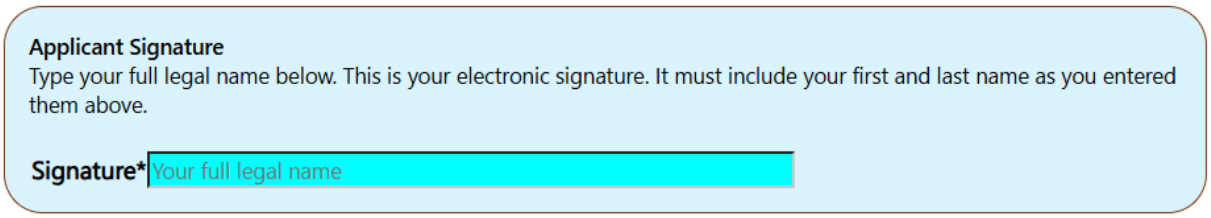
5. Review all the information on the next page to ensure it is correct. If you made any mistakes, use the "Edit My Information" button to go back.

6. When your information is correct, read and acknowledge the Notice to Applicant.

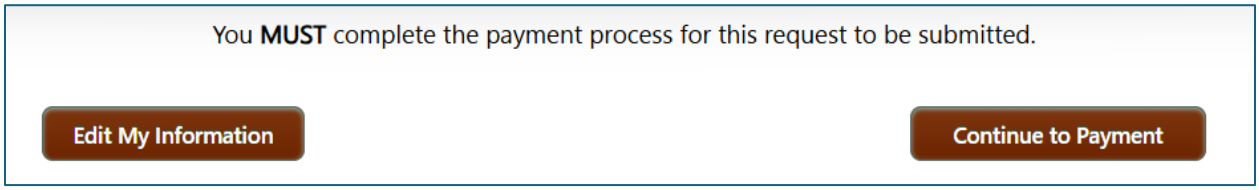


7. Check the "I have read and accept the Noncriminal Justice Applicant Privacy Rights and the Privacy Statement" box once you have read the notice and the documents.

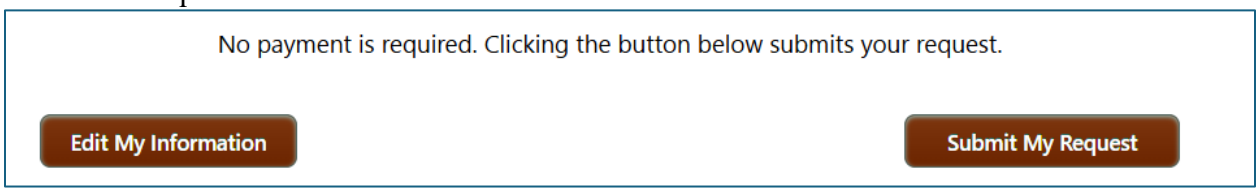
8. Enter your name in the box to sign the form.



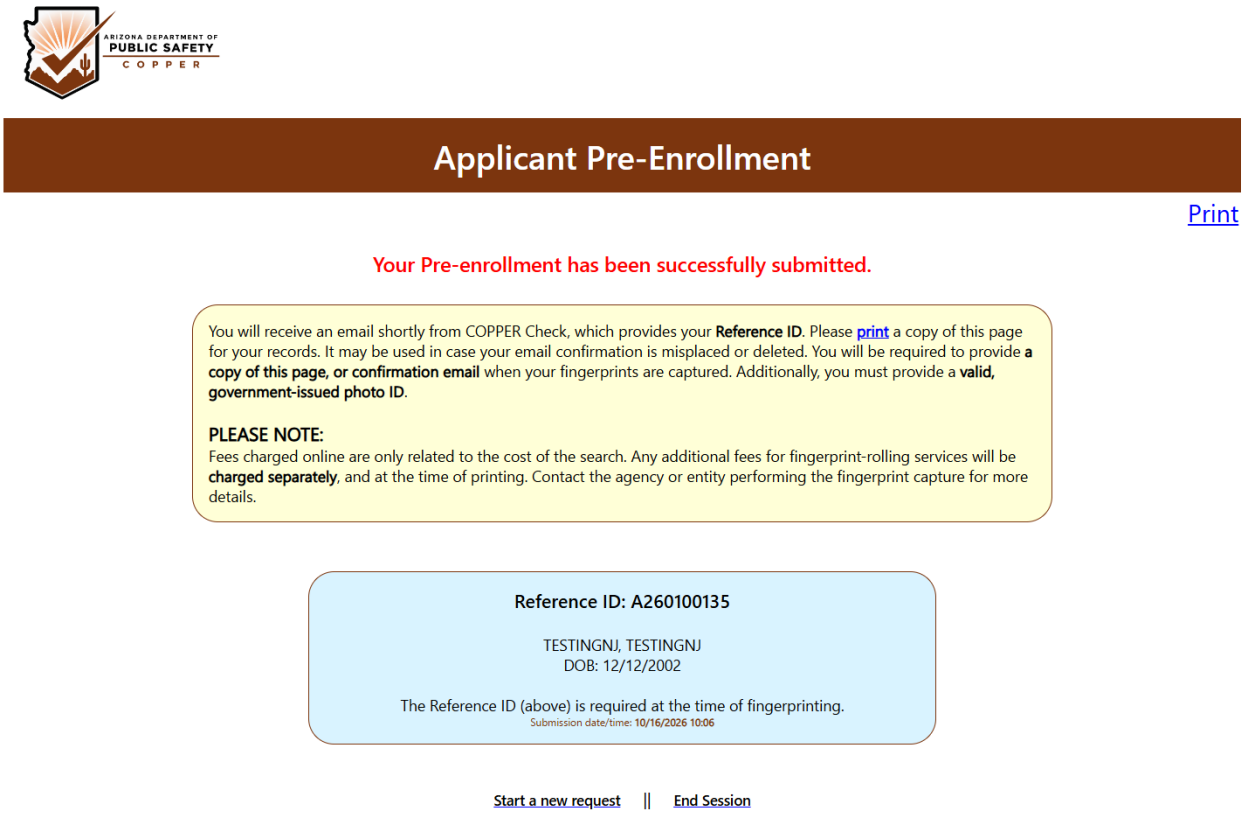
9. Click the correct button at the bottom of the page to continue.
   a. If a fee is required, you will see the "Continue to Payment" button. Your request will not be completed until after you have submitted payment. Click this button to continue.



b. **If no fee is required or if the authorizing agency is paying the fee**, you will see the "Submit My Request" button. Once you click this button, the fingerprint check request will be submitted to COPPER Check.



10. Completion screen:
    a. This screen contains the **Reference ID Number** for your fingerprint requests. **You need this Reference ID to register for electronic fingerprinting with Fieldprint or for your agency to include on your paper fingerprint card.**
    b. Review the completion screen and print or screenshot a copy for your records.



11. Next step – submit fingerprints.
    a. You will receive an email from the COPPER Check system with information regarding getting fingerprinted. When getting fingerprints, be sure to follow the instructions of the agency requiring you to be fingerprinted.
    b. **IF YOU ALREADY SUBMITTED PAPER FINGERPRINTS TO YOUR AGENCY, DISREGARD THE EMAIL**. Your agency will submit the paper fingerprints to DPS on your behalf.