

FINGERPRINT CLEARANCE CARD RENEWAL INFORMATION

Only **IVP** clearance card holders with IVP numbers on their clearance cards may renew their card without being re-fingerprinted. **All others must apply as if they are a new applicant.** Arizona residents or applicants who currently live in Arizona may apply via paper packet or online. Non-residents must apply using our paper option. The application fee is \$67 for paid employees and \$65 for volunteers/students – which must be submitted with your application.

If you would prefer to apply online for your IVP renewal (**only for Arizona residents**), please follow the instructions below:

1. Go to www.azdps.gov/services/public/fingerprint
2. Click on “Apply for a Card” tab
3. Click on “Online Application” – which will direct you to our contracted vendor website
4. Click on the purple button that says **SCHEDULE AN APPOINTMENT** (you will not have to go to a location to be fingerprinted). This will start your application for the clearance card. It will prompt you to create an online account.
5. When you have logged in, it will ask you for the reason you need to be fingerprinted. Click the drop-down arrow, and select **Identity Verified Prints (IVP) Renewal**.
6. You will be asked to provide your IVP number, which can be found on the front of your clearance card. Please make sure when typing this in to include the letters **IVP** and then the rest of the numbers.
7. When finished, you will receive an email confirmation regarding your online renewal. (There is an additional \$7.95 service fee on top of \$67/\$65 processing fee for our online applications)

If you **DO NOT** have an IVP number on the front of your clearance card, please follow the instructions below:

1. Obtain the Arizona Revised Statute Code (ARS code) from the employer/school who is requiring you to get an Arizona Clearance Card
2. Go to www.azdps.gov/services/public/fingerprint
3. Click on “Apply for a Card” tab
4. Click on “Online Application” – which will direct you to our contracted vendor website
5. Click on the purple button that says **SCHEDULE AN APPOINTMENT**. This will start your application for the clearance card. When finished, you will receive an email confirmation regarding your online application. (There is an additional \$7.95 fingerprinting/service fee on top of \$67/\$65 processing fee for our online applications)

If you prefer to complete a paper application, please provide your name, complete mailing address, and type of work/field of study for which you are applying to ensure the correct application packet is mailed to you.

ARIZONA DEPARTMENT OF PUBLIC SAFETY

Arizona Department of Public Safety

Applicant Clearance Card Team

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