Welcome to fieldprintarizona.com!

Please review the following step-by-step instructions to get your IVP fingerprint clearance card for certification and admission to your professional program at the University of Arizona College of Education!

1. On the Homepage, click Schedule an Appointment.
2. Create a username and login (New Users – Sign Up). If you then leave the site and come back to it later, you will need to sign as an Existing User and select “Schedule an Appointment” on the right of the next screen.
3. The reason is **IVP – Paid Employee**. This is because you will want to use this card to become a paid employee after completing your program! This way, the card will last you for the full 6 years and will get you into the program, through your fieldwork, through certification, and into your first job. If you read the descriptions of the other card types carefully, you can see that they do not apply to teacher certification.
4. It asks you to confirm this choice – click Continue.

5. Now it asks you why (“Sponsor). Click the first box, “DOE Certification (Teacher or Other)”. Then click Save and Continue.
6. Now you must fill out all of your personal information. This is for identity purposes. If you’re not sure what to do at any point, click the question mark next to the field and it will explain.

   ![Personal Information Form]

   IMPORTANT: Please include your Social Security Number if possible. This expedites certification processing!
   If you do not have one, enter 000-00-0000

7. Now you must fill out all of your demographics. This is for identity purposes.
8. You do not currently have an Employer, so **leave this whole page blank**. It will allow you to click Save and Continue to proceed.

9. You must click “I agree”, type your name (which serves as your signature) and enter today’s date. Make sure your full name matches the name you entered in step 4!
10. Again, read through the information, click “I agree,” type your name and enter today’s date.

11. Then, you must schedule your appointment. For location, if you want the closest to the University of Arizona campus, you can use the College of Education address to find University Postal on Speedway.
12. Schedule your appointment at the location, day, and time most convenient to you. Please be sure you are available the day and time you select, as there is an appointment cancellation fee.

13. The website will then walk you through the payment process. If you indicated in step 4 that you would like phone or email reminders, you should receive those in advance of your scheduled day and time.
14. Once you get to the final screen, you will receive an email confirmation. **PLEASE PRINT OR DOWNLOAD YOUR RECEIPT!** If you are asked to provide a receipt to prove you have applied as part of your College of Education application, please forward this to your Academic Advisor.
15. You will receive an email confirmation after you attend your fingerprinting appointment. **SAVE THIS EMAIL!**
   It contains your IVP number, which you can use to check your card status at the website they provide (highlighted in sample email below).

-----Original Message-----
From: acctrak@azdps.gov <acctrak@azdps.gov>
Sent: Thursday, June 28, 2018 2:37 PM
To: [YOU]
Subject: Fingerprint Clearance Card Application Received

Applicant Clearance Card Team
ARIZONA DEPARTMENT OF PUBLIC SAFETY

Hello [APPLICANT],

This message is to inform you that DPS has received your fingerprint clearance card application and it is now in process. If your mailing address has changed since you submitted your application call (602)-223-2279 and provide your current mailing address to ensure you receive any correspondence regarding your application.

You can monitor the status of your application by clicking on the link below. Once you get to the site just enter your application number which is IVPE####.  


** DO NOT REPLY TO THIS EMAIL **


Applications through Fieldprint Arizona are expedited faster than paper applications, so this method is recommended. Please discuss your options with an Academic Advisor to determine what is best for you!