

We are required by law to have all volunteers secure a Level 1 fingerprint clearance.

- The application and appointment process can be initiated at the AZDPS website.
- The charge for volunteers is \$66.30 for the application plus a fingerprinting fee of \$8.25.
- After 6 months of active volunteering, we will refund the cost of the card to you at your request.
- Duet will also reimburse the cost of a new clearance for volunteers who are still active when your clearance expires.

Instructions for Application:

1. Create an individual account with AZDPS Public Services Portal:

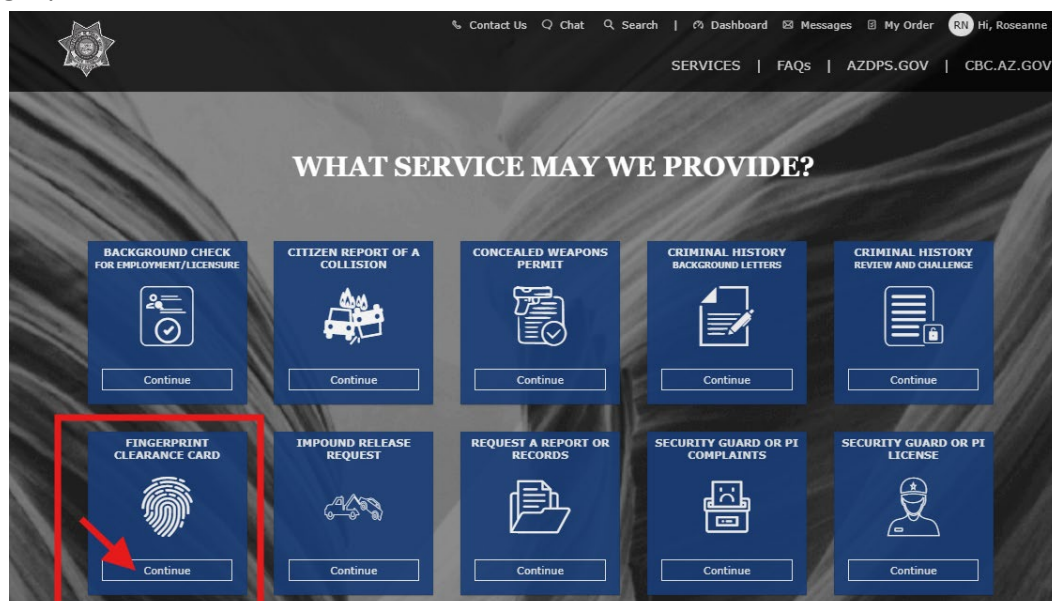
<https://cbc.az.gov/account/individual-account>

- Fill out the information in the application.
- If you already have an account, login: <https://cbc.az.gov/login>

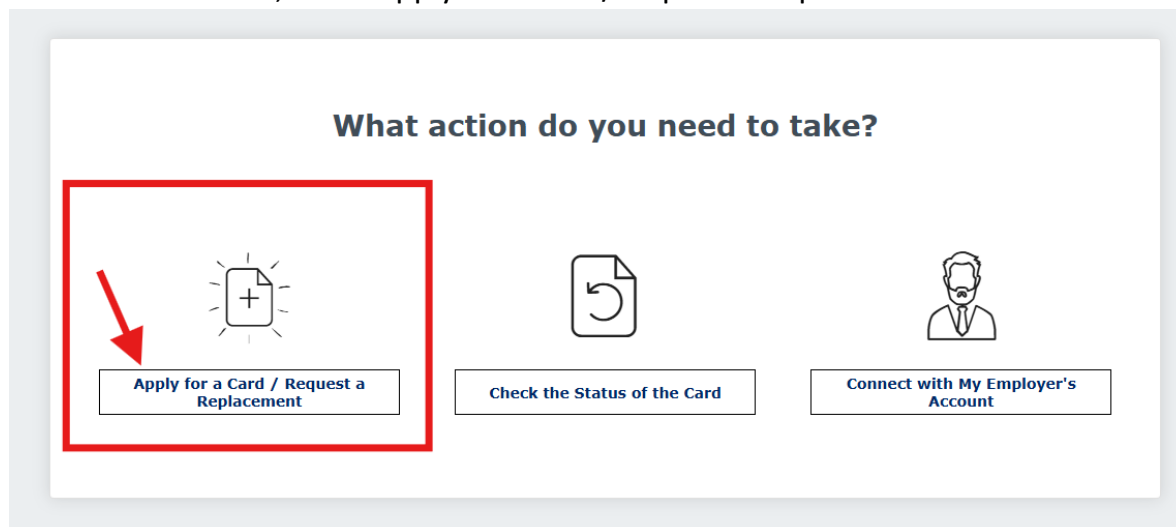
NOTE: Save your login/password information. You will use the same login for your background check.

2. Once you are logged in, go to the home page: <https://psp.azdps.gov/>

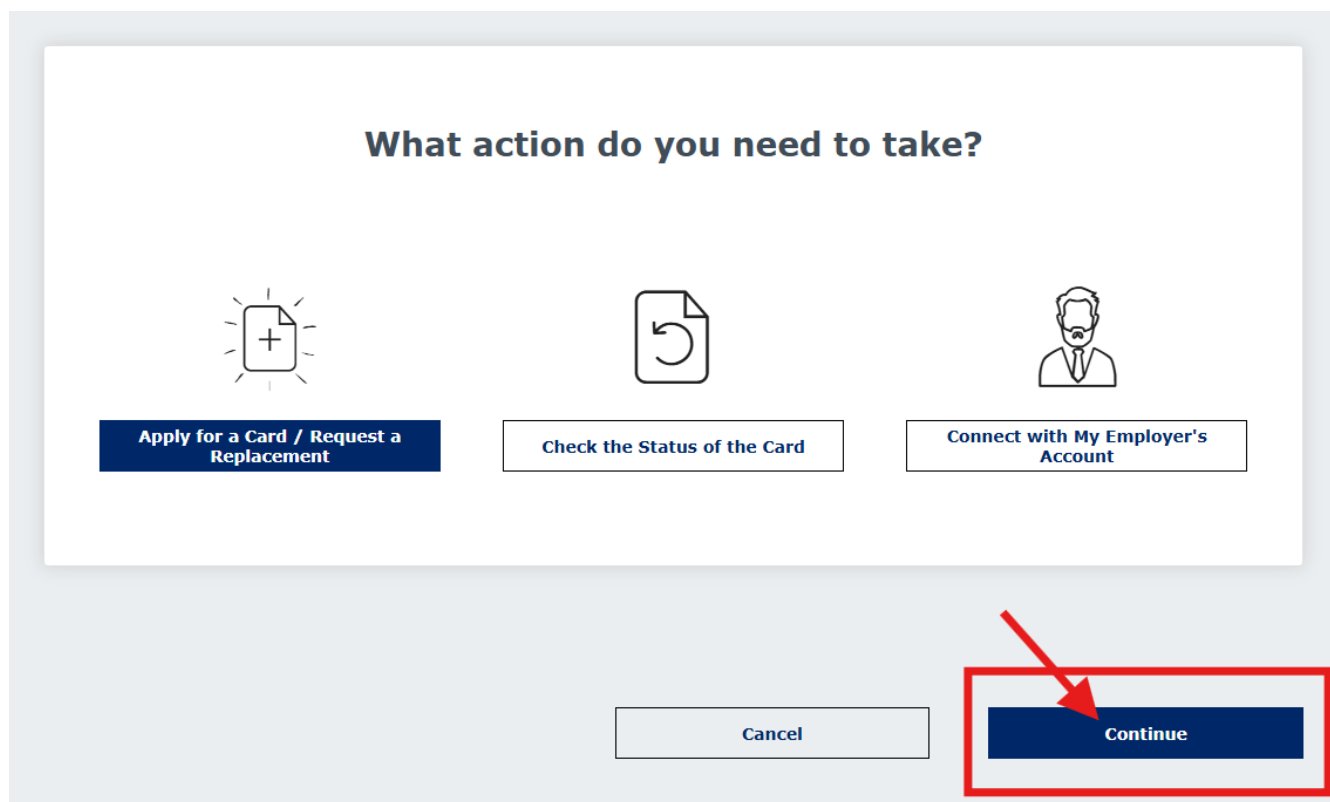
3. In the Fingerprint Clearance Card box, click the “Continue” button.



4. On the next screen, click “Apply for a Card/Request a Replacement.”



5. After you click “Apply for a Card,” the box will turn blue. Then click the “Continue” button below.



6. On the next screen, answer the following question: "Have you applied for a DPS Fingerprint Clearance Card in the past?" Click the appropriate "Yes" or "No" box.

Have you applied for a **DPS Fingerprint Clearance Card** in the past?

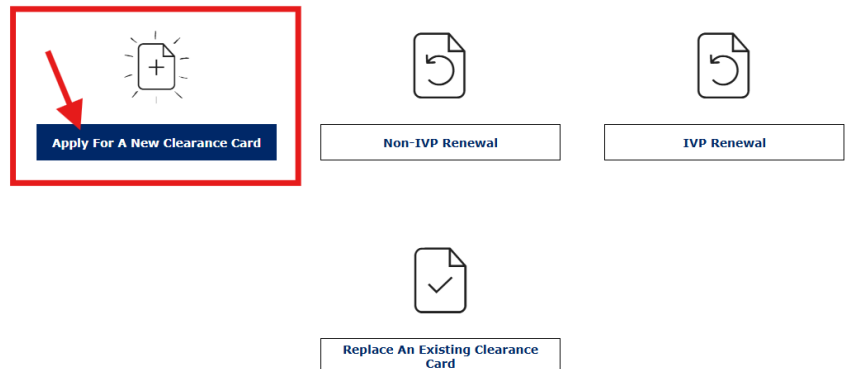


Yes No

If you clicked "No," the following screen on the right with the title "What do you need to do?" will appear. Please click on the button that applies to you.

FIRST TIME: If this is your first time applying for a clearance card, please click on the button "Apply for a New Clearance Card."

What do you need to do?



Apply For A New Clearance Card Non-IVP Renewal IVP Renewal Replace An Existing Clearance Card

If you have never received an IVP Clearance Card, or if the Clearance Card you possess does not have an IVP number on it, you are not eligible for the IVP Renewal process. You must re-apply with a new application.

If your contact information has changed, please edit your [profile information](#) before completing this application.

If you clicked "Yes," the following screen on the right will appear and ask you to enter your application number or clearance card number. Follow the directions to complete the application.

Please enter your application number or clearance card number

Application number Clearance card number

Enter number * Enter number

Continue

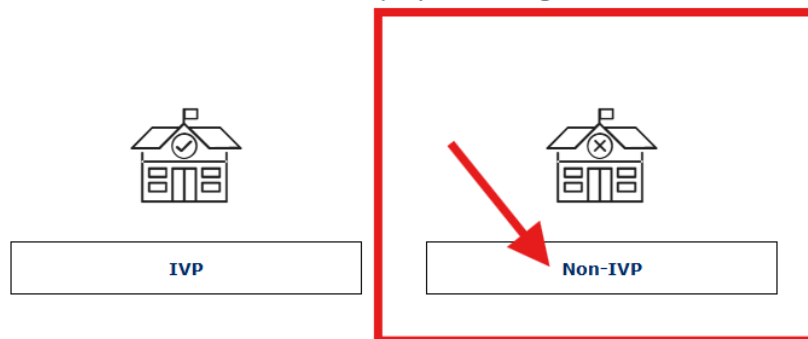
[I do not know or have my clearance card or application number.](#)

7. You will need to supply the following information at different points during the process.

- You are applying for the **Non-IVP Level 1 / Regular Applications**
- The reason is **DES-DAAS – Division of Aging & Adult Services – ARS 46-141.**
- When asked by an employer or sponsoring agency, type in **Duet.**

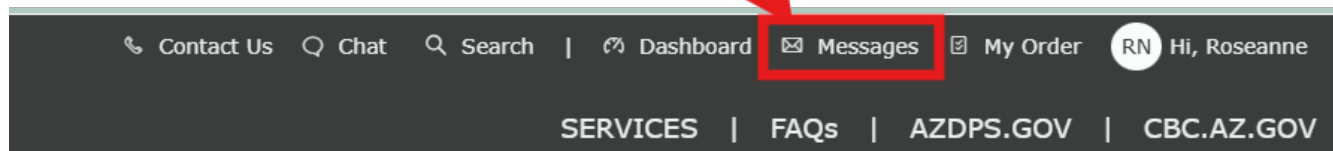
Do you require an IVP Clearance Card?

- State Board of Education (Teacher or Other Certification) ARS § 15-534
 - Tutor or Teacher Preparation Programs ARS § 15-534
 - Charter School Instructor ARS § 15-183
 - School Bus Driver ARS § 28-3228
- Public and/or Charter School Non-Certified Personnel ARS § 15-512
 - Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.



If the listed statutes do not apply to you, you do not require an IVP card. If this information is unknown, please contact the agency requiring you to apply.

8. After completing the DPS application, you will be asked to pay the \$66.30 fee.
9. After you have received your receipt, log out, then log back in to view your message referring to the fingerprint vendor, Fieldprint. Check the messages in the top-right corner.



Fingerprinting for Level 1 cards is done by AZDPS vendor, [Fieldprint](#).

- There will be instructions in your Messages on how to schedule an appointment and where to have your fingerprints completed: <https://arizona.fieldprint.com>
- Follow the instructions to create an account with Fieldprint, read/accept the forms they provide, and pay the \$8.25 fee. You will then be directed to find a location and make an appointment for fingerprinting.
- Please note the reference number (entered on screen 2 – see tip below) and identification requirements for the appointment. Fieldprint will forward the prints to DPS electronically.

FIELDPRINT TIPS: When signing up at Fieldprint, the first page will ask for a code. There is no code, so scroll down to reasons why and click “Fingerprint Clearance Card.” The second page titled “Arizona Demographics”, asks for a reference number. This is the 10-digit number at the bottom of your DPS receipt, starting with a “P.” It may take up to 48 hours before Fieldprint recognizes the number, so you may not be able to complete the Fieldprint entries immediately after the DPS application is completed.

AFTER you have had your prints taken:

1. DPS will send you an email confirming they have received and are processing your prints with an application number. Forward the email to volunteer@duetaz.org so we can track your application progress.
2. There is always a small chance that DPS will notify you that the prints submitted need to be re-done.
3. DPS will mail your card directly to you. Make sure to email or print a copy of the front and back of your card when you receive it to Duet. We are audited to make sure we have these copies.