

HOW TO OBTAIN YOUR FINGERPRINT CLEARANCE CARD

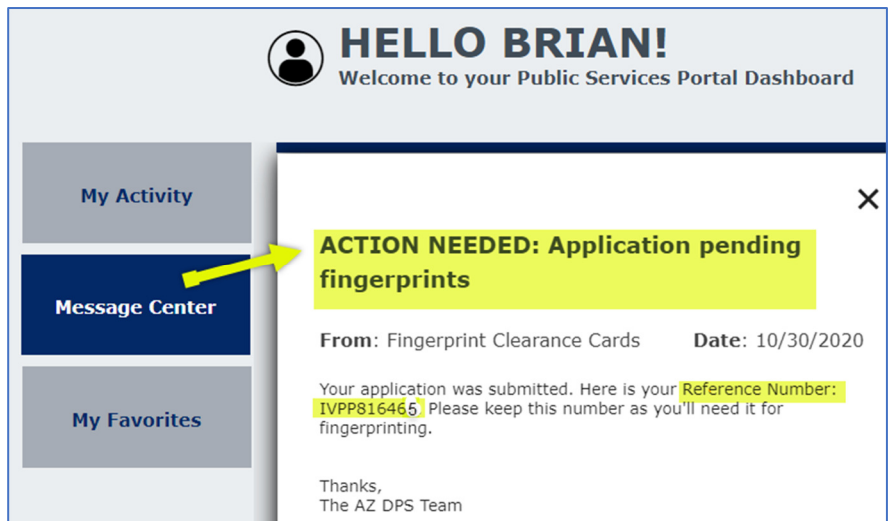
with the AZ Department of Public Safety &
Arizona Livescan Fingerprinting Network™

PREREGISTER ONLINE and Pay the DPS FEE (\$67 or \$65)

Get fingerprinted at any location within the Arizona Livescan Fingerprinting Network™
Fingerprinting Fee will be paid at the Fingerprinting Location

(Requires a computer with Internet Access and a debit/credit card)

1. Visit psp.azdps.gov, follow the prompts, pay \$65 (Volunteers) or \$67 (Employees). Do **NOT** select “electronic fingerprints.” (*Why? -see below**)
2. Select **paper fingerprints**
3. When you have completed the process, log into your account, select ‘message center’ to retrieve your **reference number** like this:
4. Go to www.ArizonaLivescan.com select ‘Locations’ Select your preferred location from over 50 sites statewide. Call ahead for availability.
5. Bring with you your *government-issued photo ID* and your *Reference Number*.
6. Pay fingerprinting fee of \$25 (debit / credit / cash.)
7. Enter your **Reference Number** in the MNU field: IVPP816465 or P8161234541 with a black pen.
8. If the reference number begins with an ‘IVP#’ you can use the DPS-supplied **blue envelope** to send it back to DPS.
9. If the reference number begins with a ‘P’ then it can be mailed in the DPS-supplied *manila* envelope. Customers may mail it themselves or pay for postage.



APPLICANT		LEAVE BLANK	TYPE OR PRINT ALL INFO	
<small>* See Privacy Act Notice on Back</small>			LAST NAME	NAM
FD-258 (REV.12-10-07)			FIRST NAME	
SIGNATURE OF PERSON FINGERPRINTED			ALIASES AKA	O R I
RESIDENCE OF PERSON FINGERPRINTED			CITIZENSHIP CTZ	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA	SEX
EMPLOYER AND ADDRESS			FBI NO. FBI	
			ARMED FORCES NO. MNU	
REASON FINGERPRINTED			SOCIAL SECURITY NO. SOC	
			MISCELLANEOUS NO. MNU	

Enter the Reference Number (found in the message center) IVP# or the P# here. Use a black pen.

Why you must **not** select ‘electronic fingerprints’ – DPS selected one out-of-state vendor to submit electronic fingerprints with extremely limited availability. However, if you accidentally select this option you can still use one of the locations within the Arizona Livescan Fingerprinting Network™.

QUESTIONS? CONTACT US AT 602-246-3444
www.ArizonaLivescan.com

