

HOW TO OBTAIN YOUR IVP or Non-IVP FINGERPRINT CLEARANCE CARD

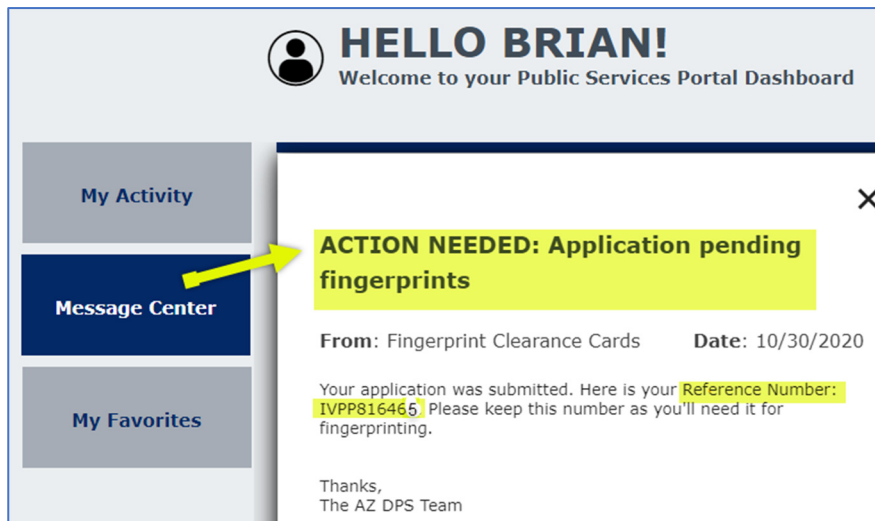
with the AZ Department of Public Safety & Arizona Livescan Fingerprinting Network™

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

Fingerprinting Fee will be paid at the Fingerprinting Location within the Arizona Livescan Fingerprinting Network™

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

Visit psp.azdps.gov, follow the prompts, pay \$65 (Volunteers) or \$67 (Employees). When you have completed the process, log into your account, select 'message center' to retrieve your reference number like this:



To find your Reference Number, you must log into your portal and select 'Message Center' as shown above. The 'Reference Number' will not be found on your downloadable receipt nor will it be found in the email you receive after you complete the application. Once you have your *Reference Number* you are ready for fingerprinting! **Follow the 'paper fingerprinting' instructions** and note that there is no need to order cards from DPS. We have everything you need.

NEXT STEPS

1. Go to www.ArizonaLivescan.com, select your preferred location from over 50 sites statewide. We recommend you call ahead for availability and let us know you have preregistered with DPS and you have your **Reference Number**. Bring with you your *government-issued photo, form of payment and Reference Number*.
2. Pay fingerprinting fee onsite of \$25 (NonIVP) or \$29 (IVP) (debit / credit / cash.) Write your **Reference Number** in the MNU field: IVPP816465 or P8161234541 with a black pen. IVP Fingerprinting requires a chain of custody form that your fingerprint technician will complete and mail for you in the DPS-supplied **blue envelope**.
3. Non-IVP Fingerprinting reference numbers begins with a 'P' and can be mailed in the DPS-supplied *manila* envelope. They do not require any additional forms. Customers may mail it themselves or pay for postage. [Rev. 2/16/2021]

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

