

HOW TO OBTAIN YOUR FINGERPRINT CLEARANCE CARD

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

NON IVP FINGERPRINT CLEARANCE CARD

Applying for an Arizona Fingerprint Clearance Card is easy with the
Arizona Livescan Fingerprinting Network™.

Select one of the following services to complete this process:

1. Fingerprinting Only – Visit Any Location

You or your employer supplies the fee for DPS.

- **Visit any location** with your government-issued photo ID and payment, www.ArizonaLivescan.com/locations

Let the associate know you need an Non-IVP Fingerprint Clearance card paper application. You will be charged \$29 for fingerprinting (cash, credit, or debit). -OR- apply online at psp.azdps.gov, pay the DPS pay and select 'paper fingerprints" (do not prepay for fingerprinting). Note there is no need to order cards from DPS. We have everything you need! If you apply online, please have your reference number when you arrive.

- **If Paper Application:** Complete the paper application. Purchase a *money order, cashier check or business check* made payable to 'DPS' (Employees = \$67; Student/Volunteers=\$65). Mail your fingerprint clearance card application, fingerprint card and form or payment to the address below.

- **Online Application:** You will be given your fingerprint card with your prints on it. Write the reference number on the fingerprint card in the MNU field with a black pen.

- Mail packets and cards to DPS at Applicant Clearance Card Team, PO Box 18390 – MD 3180, Phoenix AZ 85005-8390.

- **Processing time=** Minimum of 10 business days

2. Full Service – Visit AZLS Offices *Only*

Arizona Livescan supplies the fee for DPS.

- With a US government-issued photo ID, visit one of the following offices:

456 W. Main Street
Mesa, AZ 85201

2432 W. Peoria Ave, Bldg 3 Ste. 1009
Phoenix, AZ 85029

4695 N. Oracle Rd, Ste. 106
Tucson, AZ 85705

- Check in and let the tech know you need a Non-IVP Full-Service Level One Fingerprint Clearance Card. The fee is \$109. We accept credit, debit, business checks and cash.
- We will send your completed packet to DPS. Once approved, a Fingerprint Clearance Card will be mailed to you by DPS.
- Processing time= Minimum of 10 business days

3. Use our Mobile Fingerprinting Service

[Click-to-Schedule]. Supply the money order or business check or pay for both the DPS portion and the fingerprint fee with a credit card. We will invoice you prior to the visit. All mobile services are prepaid prior to our technician arriving. Corporate billing and invoicing are available for corporate clients. Interested in opening an account? Start [here](#).

FINGERPRINTING • ID PHOTOS • NOTARY SERVICES • WALK-IN & MOBILE

www.ArizonaLivescan.com
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