

INFORMATION FOR
ARIZONA DEPARTMENT OF PUBLIC SAFETY
FINGERPRINT CLEARANCE CARD

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **AZ DPS FINGERPRINT CLEARANCE CARD**

1. Arizona State Statute A.R.S. § 15-534 (B) requires that a certificate holder who applies for any certification service must have a valid fingerprint clearance card.
2. All valid fingerprint clearance cards with an issue date prior to January 1, 2008, will be accepted by Certification.
3. Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, all teachers and persons who are required to be fingerprinted to work in the classroom are required to have an **Identity Verified Prints (IVP)** fingerprint clearance card.
4. The applicant must contact the Department of Public Safety ("DPS") by phone, fax or mail (see below) to request the packet for an **IVP fingerprint clearance card** that is required for ADE teacher certification. The required fee is \$67 made payable to AZ DPS. DPS accepts Cashier's Checks or Money Orders, only. **Please note: Effective March 19, 2012, the previous fee of \$69 was reduced to \$67. Applications received by DPS after March 19, 2012, with a \$69 fee will be returned requesting the correct fee of \$67.**

Once you have received a valid **Identity Verified Prints Fingerprint Clearance Card** (plastic) from the Arizona Department of Public Safety, please submit a photocopy of your plastic IVP fingerprint clearance card, along with your application for certification, to the Arizona Department of Education - Certification Unit.

Request a packet by Phone or Fax:

Arizona Department of Public Safety
(602) 223-2279 (Phone)
(602) 223-2947 (Fax)
Office Hours:
Monday - Friday from 8:00 am to 5:00 pm

Request a packet by Mail:

Applicant Clearance Card Team
Arizona Department of Public Safety
P.O. Box 18390
Phoenix, AZ 85005-8390

Note: The DPS downtown office building does NOT roll/take an applicant's fingerprints. An applicant can contact their district office, local law enforcement agency or a private fingerprinting service to find out if they take applicant fingerprints. For more information/FAQs, please visit AZ DPS at: <http://www.azdps.gov/Services/Fingerprint/>