

## ***Social Work Field Education Background Clearance and AZ Fingerprint Clearance Card Information and Process***

All students accepted into NAU's BSW and MSW Program must comply with the State (in which their Field Placement will be completed) regarding the requirements for Background Checks and/or other necessary clearance items.

### **Non-Arizona Residents:**

For all BSW and MSW students: It is the student's responsibility to research and know what your State's policy and procedure is regarding fingerprint clearance and/or background checks prior to submitting the field placement application.

### **Arizona Residents:**

BSW Students - Fingerprint Clearance Cards must be obtained prior to applying for Social Work Field Placement (SW 408). For more information on the Social Work Program Fingerprint Policy, please refer to the BSW Field Education Manual.

MSW Students – A Fingerprint Clearance Card will be required to begin your Field Placement. For more information on the Social Work Program Fingerprint Policy, please refer to the MSW Field Education Manual.

According to Arizona State Law, a fingerprint clearance card is required to work and care for children, elderly, and vulnerable adults. Field Placement organizations require that students have obtained a fingerprint card prior to beginning their internship.

### **Important Information:**

There are two steps involved with applying for your Arizona Fingerprint Clearance Card:

- 1) The first step will involve creating an account with the Arizona Department of Public Safety's Website.
- 2) The second step will be to create an account with Fieldprint and then have your fingerprints digitally scanned at a specific location.

***Please note that you will not, at any point in this process, have a paper application nor will you go to your local police department to have your "fingerprints taken".***

***Past fingerprinting will not count towards the process of obtaining a Fingerprint Clearance Card.***

***You will never enter any employment information.***

For general information about the process and to access FAQ, please visit this website.

<https://www.azdps.gov/services/public/fingerprint>

## **Step 1**

- Start with this web site: <https://psp.azdps.gov/>
- Click on "Fingerprint Clearance Card"
- Click on "Apply for a Card/Request a Replacement" and click on continue
- At this point, you will need to create an account
- After creating an account, proceed with the steps.
- Answer "no" to the question – "Have you Applied for a Card Before".
  - If you have applied for a card before, stop this process and contact the Social Work Field Department at [swfieldeducation@nau.edu](mailto:swfieldeducation@nau.edu)
- Click "Apply for New Clearance Card"
- Next question is about working or volunteering at a school. Even if you do not plan to do this, please still click yes.
- Next question, do you have an IVP number? Answer "no."
- Confirm the privacy statement.
- Reasons for applying – please click all the following options:
  - 1) *Public and/or Charter School Non-Certified Personnel:*
    - ❖ Click "volunteer" and then Click "yes" to identify additional reasons for applying.
  - 2) *Under the DES section:*
    - ❖ Domestic Violence/Homeless Shelter
  - 3) *Under the DHS section:*
    - ❖ DHS-Child care employee and volunteer
    - ❖ DHS-Children's Behavioral Health Programs Employee
  - 4) *Under the Juvenile Probation and Corrections Section:*
    - ❖ Juvenile Probation
- Click Volunteer and Continue
- Enter additional personal information.
- Leave all the questions about employer/employment blank. You do not need to complete that section.
- For the Fingerprint Method question - Please click "Will be Physically Present in Arizona for Fingerprinting" If you are not physically in AZ, please stop process and contact the Social Work Field Department at [swfieldeducation@nau.edu](mailto:swfieldeducation@nau.edu).
- Complete the signature page.
- Review all the information and Continue with My Order
- Pay \$66.30. You are automatically signed out after paying.
- Log back into the AZDPS website to see your secure message in your account. The message will include next steps and your unique 10 Character Reference Code. You will need that code for the next step.

## **Step 2**

- Start by going to this website: <https://fieldprintarizona.com/individuals>. You can also click on the link provided in your AZDPS secure message.
- Register/create account with Fieldprint.
- Agree to consent.
- Create an account. Do not enter any employment information.
- On the Reason page, scroll down to Fingerprint Clearance Card, click on "Continue with this reason."
- Enter in your 10 Character Reference Code that was in your secure message from AZDPS.
- Complete the steps to schedule your appointment to have your fingerprints digitally scanned at a local Fieldprint office. In Flagstaff, the only Fieldprint office is within the UPS store on Woodlands Blvd.
- Pay the \$8.25 transaction charge.
- Confirm the appointment time.
- Read the instructions for your appointment. Please make sure you have the correct identification to bring to your appointment.
- You should have your card mailed to you within 2 to 4 weeks.