

## ***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. The first step will involve applying online at the Arizona Department of Public Safety's Website. The second step will be to sign up with APS Gemalto to 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'.

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

<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 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 [swfielddeduction@nau.edu](mailto:swfielddeduction@nau.edu)
- Click “Apply for New Clearance Card”
- Next question is about working or volunteering at a school. Even if you do not plan on doing this, please still click yes.
- Next question, do you have an IVP number? Answer “no”.
- Confirm the privacy statement
  
- Reasons for applying – please click the following options:
  - *Public and/or Charter School Non-Certified Personnel:*
    - ❖ Click “volunteer”
    - ❖ Click “yes” to identify additional reasons for applying
  - *Under the DES section:*
    - ❖ Domestic Violence/Homeless Shelter
  - *Under the DHS section:*
    - ❖ DHS-Child care employee and volunteer
    - ❖ DHS-Children’s Behavioral Health Programs Employee
    - ❖ DHS- Residential or Nursing etc.
  - *Under the Juvenile Probation and Corrections Section:*
    - ❖ Juvenile Probation
- Click Volunteer and Continue
- Enter the additional personal information.
- Leave all the questions about employer/employment blank. You do not need to complete that section.
- Complete the signature page. 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 [swfielddeduction@nau.edu](mailto:swfielddeduction@nau.edu).
- Review all the information and Continue with My Order
- Pay and exit the web site.
- Once all the above steps are completed, there will be a secure message in your DPS account (the account you just created) that will include a 10 Character Reference Code. You will need that code for the next step.

## **Step 2**

- Start by going to this web site: <https://www.aps.gemalto.com/az/index.htm>
- Click on Apply for Background Check
- Click the box for Applying for Fingerprint Clearance Card
- Start the registration process, which includes entering the 10 Character Reference Code
- Follow all the remaining steps listed on the website. There will be an \$8.25 transaction charge that will be paid through the Gemalto Website after registering.
- Find a Gemalto site for the actual digital scan of your fingerprints.
  - Please use this web site. <https://wwwqa.aps.gemalto.com/az/locations.htm#!/> .
  - Make sure to review the list of approved ID documentation that is required.
  - They only accept walk-ins. No appointment is required.
- Once the digital scan is complete, you should have your AZ Fingerprint Clearance Card within two to four weeks.