

## Fingerprint Clearance Card Instructions

### In-State Students Only:

1. Fill out the Fingerprint Clearance Card application online at <https://www.azdps.gov/services/public/fingerprint>
2. Click on Apply For a Card tab
3. Click on Online Application – You will be redirected to the Arizona Applicant Processing Services
4. Click on REGISTER – apply for a background check
5. Click on Apply for a fingerprint Clearance Card
6. Click on New Application
7. Level 1/Regular Application - Click on Health Science Students & Clinical Assistants ARS 15-1881
8. Proceed to Application
9. Fill out application with all required information
10. Leave blank – Employer and Employer Address and Click Submit
11. You MUST use a Fingerprint Site location listed on the website. Click on website for a list of authorized digital fingerprint sites. Pick your preferred location and schedule an appointment to have your fingerprints taken.
12. Contact authorization location to set up an appointment.

### Out-of-State Students:

1. Fill out the Fingerprint Clearance Card application online at <https://www.azdps.gov/services/public/fingerprint>
2. Click on Apply For a Card tab
3. Click on Paper Application & Read all instructions
4. Fill out the application with all required information
5. Leave blank – Name of Employer and Employer Address
6. Click on Fee is \$65 if volunteer or where fee is noted as \*\*\$65
7. Select Health Science Student & Clinical Assistant ARS 15-1881 \$65
8. Print & Hand Sign copy
9. Contact your local law enforcement to get fingerprinted
10. On the card with your fingerprints from DPS: (please see attachment) Employer & Address: AZ Dept of Public Safety Application Clearance Card Team Phoenix, AZ 85005 Reason Fingerprinted: Fingerprint Clearance Card ARS41-1758.01 & 41-1758.02
11. Follow instructions for the MAIL TO ADDRESS on the application.
12. This will take 4-6 weeks to process. (Please submit this ASAP) If you are having issues completing your online application please contact Arizona Department of Public Safety.