



Heber-Overgaard Schools

"Home of the Mustangs"

Fingerprint Clearance Card Process

Payment Guidelines:

- **STAFF** pay for individual cards. **VOLUNTEER** paid for by the District, come to the office for processing.

Go to <https://psp.azdps.gov>

- Fingerprint Clearance Card
- Apply for a Card – Continue
- Create an Account (or Login if account already exists)
- Fingerprint Clearance Card - *Individual*
- Follow the steps to create new account. *Make sure name is exactly as on your ID*
- Login
 - Fingerprint Clearance
 - Apply for a Card
 - Select IVP

Go to www.fieldprintarizona.com

- Schedule an Appointment
- Sign up for a new account (or Login if account already exists)
- Follow the steps to create new account. *Make sure name is exactly as on your ID*
- Login
- Fieldprint code: **FPHeberOvergaardUSDACCT**
- Reference Number: IVP number at the bottom of the AZDPS Receipt
- Enter demographics, answer questions, follow the steps to agree to terms.
- Choose a Date / Location / Time for the fingerprint appointment.
- Enter payment, either by self or in the District Office.
- Print Confirmation page.

Have Fingerprints Scanned at Appointment.

- Bring the Fieldprint Confirmation page AND a Photo ID.

Once Card is Received in the Mail:

- Bring to the District Office to make a copy.