



Heber-Overgaard Schools

"Home of the Mustangs"

Fingerprint Clearance Card *Renewal* Process

Payment Guidelines:

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

Go to <https://psp.azdps.gov> (if not previously done online)

- Sign Up
- Fingerprint Clearance Card - *Individual*
- Follow the steps to create new account. *Make sure name is exactly as on your ID*
- Log in to your account.
- Fingerprint Clearance Card
- Apply for a Card / Request a Replacement
- Select IVP Renewal
- Enter your IVP Number then press Continue.
- Follow the steps, sign & review.
- Continue to My Order - Continue to Pay - Submit & Pay by Credit Card
 - You'll be logged out of PSP to pay on separate screen. Submit payment, download & print receipt
 - Once application is submitted, the fingerprints on file from your original IVP will be used. The FBI can still reject the fingerprints due to poor quality & you will be notified to schedule a new fingerprint appointment.

Go to www.fieldprintarizona.com (If needed)

- 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.