



Queen Creek Unified School District

Human Resource Department

Apply for Level-One IVP Fingerprint Clearance Card

If you have never received an IVP Clearance Card, or if the Clearance Card you possess does not have an IVP number on it, you are not eligible for the IVP Renewal process. You must re-apply with a new application.

HOW DO I APPLY FOR A FINGERPRINT CLEARANCE CARD?

1. Please visit the [Department of Public Safety](#) website and click “**Apply for a New Clearance Card**”. Create an account or log into an existing account. You will submit an online application.
 - a. Fill in the appropriate information in the next fields to apply for a **Level-One IVP Fingerprint Clearance Card**. Be sure to indicate that and include your SSN in your application.
 - b. Fingerprint card type/reason for card: Click the one that applies to your position:
Bus Drivers choose: “ARS 28-3228 School Bus Driver” or **Hourly Employees choose:** “ARS 15-512 Public and/or Charter School Non-certificated personnel” or **Teachers or other certified employees choose:** ARS 15-534 State Board of Education (Teacher or Other Certification). Include the AZ Department of Education as a sponsor.
 - c. Once the application is submitted, applicants will be provided with a Reference Number for use when getting fingerprinted. They will be asked if they want the fingerprints to be printed electronically or if they want to use paper fingerprint cards. Please select **printed electronically**.

Click on the link for an instructional video: <https://youtu.be/FZenOHNYMbI>

What do I do after I apply and pay the fee?

You must log back into your DPS account and go to your message center. You will receive a message with detailed instructions to obtain your fingerprints. You must get your fingerprints completed in order for your application to be processed.



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How Do I Renew My Fingerprint Clearance Card?

1. Please visit the [Department of Public Safety](#) website and click “**Apply for a New Clearance Card**”. Create an account or log into an existing account. You will submit an online application.
2. **On the "Reasons" page, be sure you select IVP Renewal on the dropdown menu.** In lieu of setting up an appointment to be fingerprinted, you will be required to provide the IVP # that is on the front of your current card.

WHAT IS THE DIFFERENCE BETWEEN A REGULAR (NON-IVP) AND AN IVP APPLICATION?

The **only** difference is when your fingerprints are taken. The same background check is done for both the Regular (Non-IVP) and IVP application.

Once an applicant’s fingerprints have been taken for a Regular (Non-IVP) paper application the technician is able to return the completed fingerprint card to the applicant for delivery to DPS, along with the application and fee for processing.

This means the technician taking the fingerprints must not break the chain of custody by giving the fingerprints back to the applicant, but must mail the fingerprint card directly to DPS, along with the application and fee, in the provided blue DPS return envelope.

WHAT IS THE DIFFERENCE BETWEEN A LEVEL ONE FINGERPRINT CLEARANCE CARD AND A REGULAR FINGERPRINT CLEARANCE CARD?

There are some offenses listed in [ARS § 41-1758.07\(B\)\(link is external\)](#) that preclude a Level One (IVP or non-IVP) Card from being issued but would allow a Regular (IVP or non-IVP) Card to be issued.

[AZDPS.gov fingerprint FAQs](#)