To start, please go to https://psp.azdps.gov/

Click ‘Fingerprint Clearance Card’ (for first time applicants and IVP renewals).

Click ‘Apply for a Card/ Request a Replacement’ and continue.
Please create an AZDPS account (or login if you already have one). You will be taken through 4 steps to create an account. Please fill out your personal information, address, and security questions.

Once you have finished creating your account, you will need to verify your email. Follow the instructions above to verify your account. Once your account has been confirmed, please login with your credentials.
Enter in your existing card information and click ‘Continue’. On the next page click “Apply For A New Clearance Card”.

Click 'Yes' if: you are applying for a **renewal** of your Fingerprint Clearance Card and continue below.

Click 'No' if: you are applying for the **first time** for a Fingerprint Clearance Card. Please skip to page 6 of this guide for further instructions to complete application.
If you have an IVP number on your card, please click ‘Yes’ and enter in the IVP number located on the bottom of your Fingerprint Clearance Card. Once information is verified, you should be directed to read the Privacy Act Statement, please read and click ‘Continue’.
Select the appropriate reasons for applying and click 'Continue'. Please fill out your personal information, employment information, sign and review.

Employer:
Dysart Unified School District
15802 N Parkview Place Surprise, AZ 85374
(623) 876-7000

Once you have reviewed your application, you will now be taken to ‘My Order’ screen to submit payment. Your card will be sent to the address on your application.

**Once you receive your card, please provide HR a copy of the front and back for your file.**
For First Time Applicants Applying For A Card

If this is your first time applying for a DPS Fingerprint Clearance Card, click ‘No’ then click ‘Apply For A New Clearance Card’.
Once you choose ‘No’, you should be directed to read the Privacy Act Statement. Please read and click ‘Continue’.
Select the appropriate reasons for applying and click 'Continue'. Please fill out your personal information, employment information, sign and review.

Employer:
Dysart Unified School District
15802 N Parkview Place Surprise, AZ 85374
(623) 876-7000
Please select ‘Electronic’ as your fingerprinting preference and sign.

Once you have reviewed your application, you will now be taken to 'My Order' screen to submit payment and obtain a receipt.

You will now need to log back into your DPS account and check your messages. Here you will find a message containing your reference number. Please save that Reference Number and continue below!
You will now need to go to the Gemalto vendor website (https://www.aps.gemalto.com/az/index.htm) to find a location for fingerprinting and register.

*It is important to note that you **must only** use the locations listed, any other location will prohibit your fingerprints from being processed.

You will need to fill out your information, providing your reference number (from your message in your DPS account), name, date of birth and to select payment amount.

Once you verify your information and submit payment, you will be directed to your receipt. Please print and take your receipt with you to your fingerprinting location.

Once AZDPS receives your electronic prints, the fingerprints will be processed for review. Any communication regarding your application will be sent to the email address on the application. Once you receive your card, **please provide HR a copy of the front and back of card** for your personnel file.