

How to Obtain a Level One Fingerprint Clearance Card

1. Visit: <https://psp.azdps.gov/>
2. Select "Fingerprint Clearance Card".
3. Select "Apply for a Card / Request a Replacement".
4. Select "Continue".
5. If you have an existing AZDPS account, go ahead and log in. If this is your first time using the site, create an account by clicking "Don't have an account? It's easy to create one".
6. Follow the prompts given and create an account.
7. Once your account has been created, you will be emailed a One-Time Passcode.
8. Enter the One-Time Passcode to complete creating your account.
 - a. Log-in to your account.
9. Select "Apply for a Card / Request a Replacement".
10. Select "Continue".
11. Select "Apply For A New Clearance Card".
12. The following page will prompt you to answer "Will you be working or volunteering in a public or charter school?"
 - a. Select "No".
13. Read through the "Privacy Act Statement".
14. Select "Continue".
15. For "Reason(s) for Applying" select **DES - DDD/HCBS - Home and Community Based Services ARS 36-594.01** under **Department of Economic Security (DES)**
16. Select "Employee" under the "Are you an employee or volunteer" prompt at the bottom of the page.
17. Select "Continue".
18. On the following page, enter in all of your personal information.
19. Enter the following for "Employment Information" :
 - Name of Employer and/or Agency**
Absolute HCBS LLC
 - Employer's Phone Number**
(602) 919-9193
 - Employer and/or agency Mailing Address**
4700 S. McClintock Dr., Suite 150
Tempe, AZ 85282
20. Under "Fingerprinting Preference" select "Electronic".
21. Check the box under "Applicant Signature" to authorize the release of your information to AZ DPS and type your full legal name as your signature.
22. Select "Continue".

23. Review the Privacy Act Statement, Applicant Notification and Record Challenge and all of your personal information.
24. Select "Continue to My Order".
25. The cost of the Level One Fingerprint Clearance card is \$67.00 (there is an additional \$8.25 transaction fee that is paid later in the process).
 - a. Select "Submit and Pay".
26. Complete the "Payment Information" section.
27. Select "Continue".
28. Take a screenshot or print your receipt. You will need the registration number from this in order to complete your fingerprints.
29. Visit: <https://www.aps.gemalto.com/az/index.htm>
30. Select "Applicants".
 - a. Select "Online Application".
31. Select the option that contains "Applying for a Fingerprint Clearance Card".
32. A pop-up will appear. Read the notification and select "OK".
33. Enter your Reference Number, Last Name, Date of Birth and Payment Type.
34. Select "Continue".
35. Follow the prompts and pay the \$8.25 transaction fee.
 - a. **Take note of your registration number. You will need this in order to complete your fingerprints.**
36. Once you have paid and obtained your registration number, select "Fingerprint Sites".
37. Select the county you currently reside in.
38. Select the company closest to you.
39. Appointments are not necessary. **Go to the desired location with a valid I.D. and your registration number.** When you arrive, your prints will be taken electronically on a machine by an attendant. An email confirmation with your application number will be sent to you. Forward this email to the onboarding manager (onboarding@absolutehchs.com). Once your prints are completed, they will automatically be sent to DPS for processing. Once completed, your physical Level One Fingerprint Clearance Card will be mailed to you. This process can take up to 6 weeks. Once you receive your physical card in the mail, please email the onboarding Manager at (onboarding@absolutehchs.com) photos of the front and back of your card. If you have already completed the Onboarding process, please send a copy of your fingerprint clearance card directly to your supervisor.