

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://arizona.fieldprint.com>
30. If this is your first time using Fieldprint click "Sign Up". If you have used Fieldprint before click "Log In".
31. You will need to agree to terms.
32. Fill out your personal information.
33. Set up your security questions.
34. You will receive an email at the address provided with a verification code.
 - a. Enter this into the site.
35. You will then be taken back to the login page.
 - a. Login
36. Once logged in, you will be prompted to enter/select a reason
 - a. Scroll down to "Fingerprint Clearance Card" and click "Continue with this Reason"
37. Enter your reference number (from your DPS application), last name, & date of birth.
38. Be sure to read ALL directions.
39. Other Names, click 'yes' or 'no'.
40. Verify all information is correct.
41. Select preferred contact method.
42. Appointment reminder, select 'email'.
43. Complete demographics.
44. Employer Information:
 - a. Is there employer information you would like to provide?
 - i. Select 'yes'
 - ii. Absolute HCBS
4700 S. McClintock #150
Tempe, AZ 85282
45. You will need to agree to terms by typing your FULL name.
46. Click "I acknowledge that I have read, understand and agree to the above statement." You will do this twice.
47. Select the location convenient for you.
48. Click "Find Availability".
49. Please note the 24-hour cancellation policy.
50. Select date & time.
51. Follow the prompts and pay the \$8.25 transaction fee.
 - a. You will need to present appointment number provided at your scheduled appointment. You can either show it via phone or print the confirmation and take it with you.
 - b. Please read through all the information on the confirmation page as it pertains to documents needed for your scheduled appointment.