

# To apply for a DPS Level 1 Fingerprint Clearance Card

Go to: [Http://www.azdps.gov/services/public/fingerprint](http://www.azdps.gov/services/public/fingerprint)

In the middle of the page, on the left, right below ABOUT US (grey box) click on grey bar: Fingerprint Clearance Card Applications, Requests, and Status Checks. Click it, then the blue Fingerprint Clearance Card, click continue. Click apply for a card, and continue. Right below blue LOGIN box is it's easy to create one, create account. Account Type: Individual. After account created it needs to be verified, check email and click confirmation link. It will take you directly back to site to login. Then it will ask to send a one-time passcode to your email, enter this number and login. Click fingerprint clearance card, continue, blue box Apply for Card, then click continue. Answer each question. When you get to Reason (s) for Applying go to the bottom where is states **Additional Sponsors**, 4<sup>th</sup> one from the bottom. Click Health and Sciences Student and Clinical Assistant ARS 15-1881. Next fill out your application in its entirety, click continue. Next **Signature**, please read. Electronic is quickest, if you select paper they will send you a hard copy of your fingerprint card from DPS. Then **Review** your application make sure it is correct, double check! Click Continue, it is \$65.00 click submit and pay. You will need a debit or credit card. If you picked electronic you will get an email with a register ID #, in the email it will also give you directions to get your prints electronically and where to go in Navajo County.

**Please see below for electronic fingerprinting:**

## **Books and Treasures**

1150 E. Deuce of Clubs Ste. F

Show Low, AZ 85901

(928) 532-5533

Requires Appointment Tuesday through Thursday 9am-2:30pm

**Bring receipt, it has register ID# (starts with AZDPS)**

## **The UPS Store 0990**

2700 S. Woodlands Village Blvd. #300

Flagstaff, AZ 86001

(928)773-0188

Requires Appointment Mon-Fri 10am to 4:30pm

**Bring receipt, it has register ID# (starts with AZDPS)**

## **Springerville-Eagar Regional Chamber of Commerce**

7 W. Main St.

Springerville, AZ 85938

(928)333-2123

Requires Appt. Tue-Sat 9am to 5pm

**Bring receipt, it has register ID# (starts with AZDPS)**

**Cont.**

**Winslow Chamber of Commerce/Visitor Center**

523 W. Second Street

Winslow, AZ 86047

(928)289-2424

Requires Appt. Mon-Fri 9am to 5pm Sat 9am to 3pm

**Bring receipt, it has register ID# starts with AZDPS**

## **Fingerprinting**

**Show Low Police Department** 411 E. Deuce of Clubs Show Low, AZ 85901 (928)537-5091

Go to [azdps.gov](http://azdps.gov) to get application, either digital or hard copy (digital is faster) if you go hard copy, fill out application, call for appointment. Must have money order to go in packet and \$10.00 money order for fingerprints.

**Apache County Sheriff's Office** 370 S. Washington St. Johns, AZ 85936 (928)-337-4321 ask for the jail, Tuesday & Thursday 8:30 to 4:30. No charge.

**Navajo County Sheriff's Office** 100 E. Code Talker Drive, Holbrook, AZ 86025 City Complex Court (928) 337-4364 Tuesday & Thursday 8am to 4pm. Have ID and cost is \$10.00

**Winslow Police Department** uses [arizonalivescan.com](http://arizonalivescan.com) (602)246-3444

**Snowflake/Taylor Police Department** fingerprints Tuesday and Thursday from 10-2. Cost is \$10 cash or money order and they need to have state ID and their fingerprint cards. Best bet is to call the office before going over there to make sure the fingerprint tech is available.