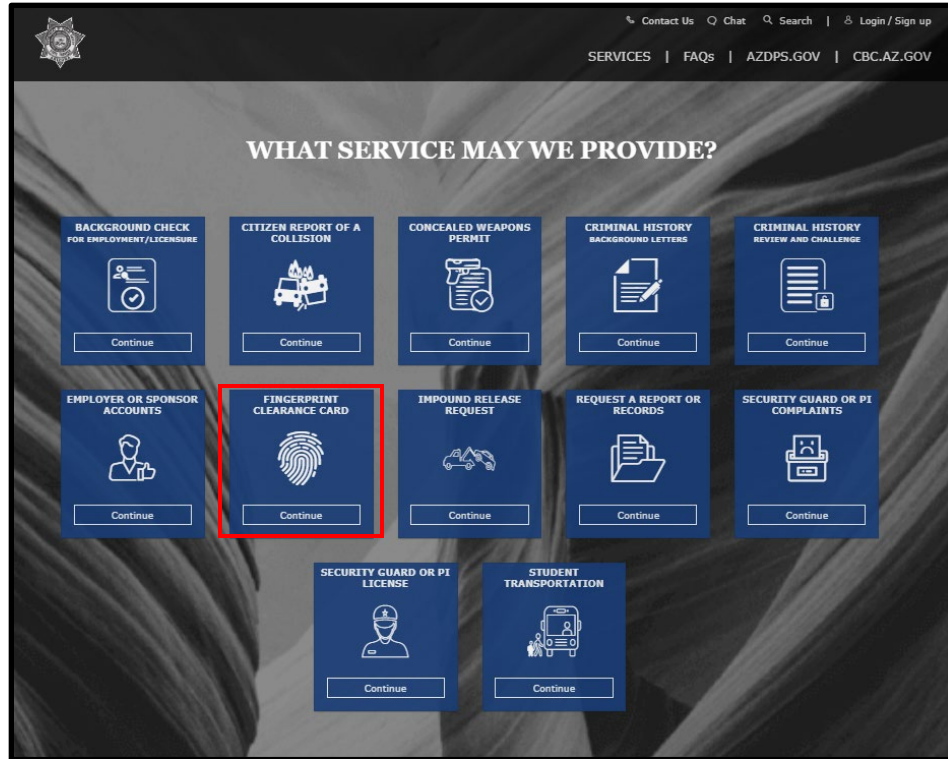
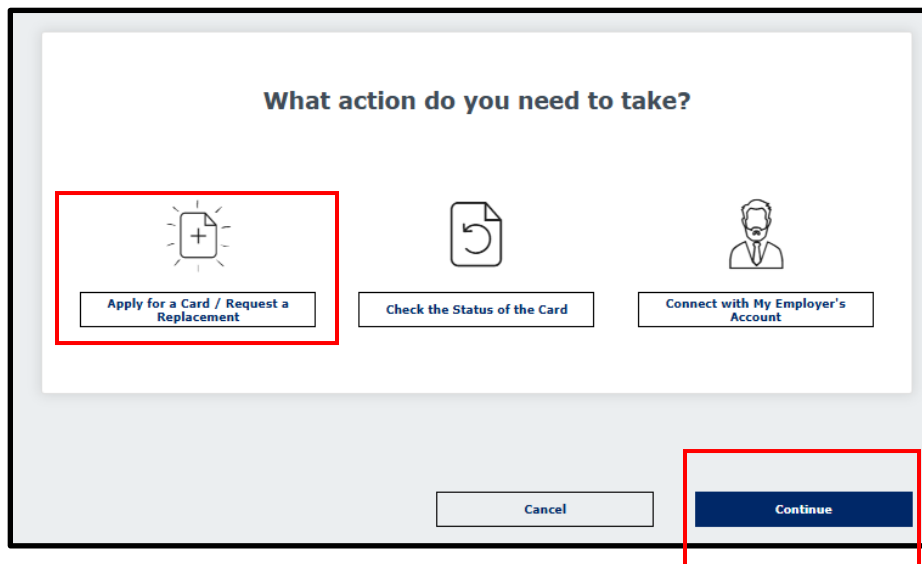


Can I apply for a card without a PSP account?

1. On the PSP home page, select **Fingerprint Clearance Card**



2. Select **Apply for a Card/Request a Replacement** and then **Continue**



3. Select **Continue as Guest**

The image shows a login form titled "Login" with the subtitle "Login to access your AZDPS account." A red box highlights the link "Continue as Guest to print a PDF form" in the top right corner. Below the title, there are two input fields: "Email Address *" and "Password *". A "Forgot Password?" link is located to the right of the password field. A dark blue "Login" button is centered below the fields. At the bottom, there is a link: "Don't have an account? [It's easy to create one.](#)". A small asterisk note "*Indicates required field." is located near the top right of the form.

4. Select **Apply for a New Clearance Card**


The image shows a screen titled "What do you need to do?". It features four options, each with an icon and a button: "Apply For A New Clearance Card" (highlighted with a red box), "Non-IVP Renewal", "IVP Renewal", and "Replace An Existing Clearance Card". Below the options, there is explanatory text: "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." and "If your contact information has changed, please edit your [profile information](#) before completing this application."


5. Select **Non-IVP**

* Although IVP is shown as a card type here, you CANNOT obtain the IVP form online, this button will re-route you to sign in. You must apply online for an IVP with a PSP account, call the **Clearance Card Section (602-223-2279)** to request a paper IVP application by mail, or come to the **DPS office (2222 W Encanto Blvd. Phoenix, AZ 85009)** to pick up an IVP application (You cannot get printed here or drop the IVP form back off here, you must pick up the application, take it to get printed, and mail it back)

Do you require an IVP Clearance Card?

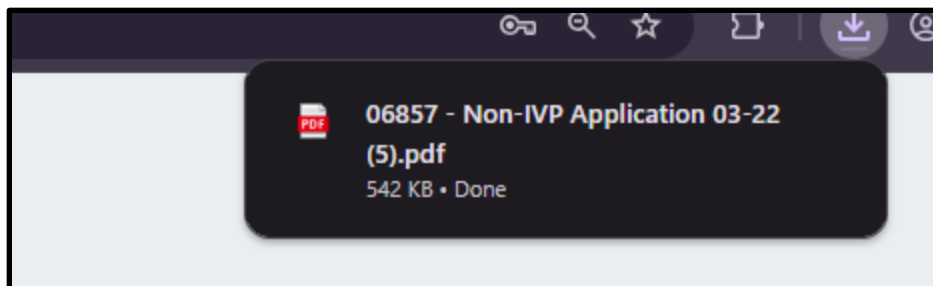
- State Board of Education (Teacher or Other Certification) ARS § 15-534
 - Tutor or Teacher Preparation Programs ARS § 15-534
 - Charter School Instructor ARS § 15-183
 - School Bus Driver ARS § 28-3228
- Public and/or Charter School Non-Certified Personnel ARS § 15-512
 - Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.


IVP


Non-IVP

If the listed statutes do not apply to you, you do not require an IVP card. If this information is unknown, please contact the agency requiring you to apply.

6. Selecting Non-IVP will download the paper application for you to print and fill out



7. Read the instructions on the first page of the application and ensure that you fill the application out completely. To return your paper application for processing, you have the following options:

1. Bring the completed application and your fingerprints to the DPS office at:

**2222 W Encanto Blvd.
Phoenix, AZ 85009**

- The fingerprints must be completed, you cannot obtain them here
- You can bring your payment in the form of cashier's check, money order, or business check (no personal checks or cash) **OR** you can pay with credit card (*American Express not accepted*)

2. Mail the completed application, completed fingerprints, and payment back to:

**AZDPS Clearance Card Section
P.O. Box 18390
Phoenix, AZ 85005**

- When mailing applications back, the payment **MUST** be cashier's check, money order, or business check