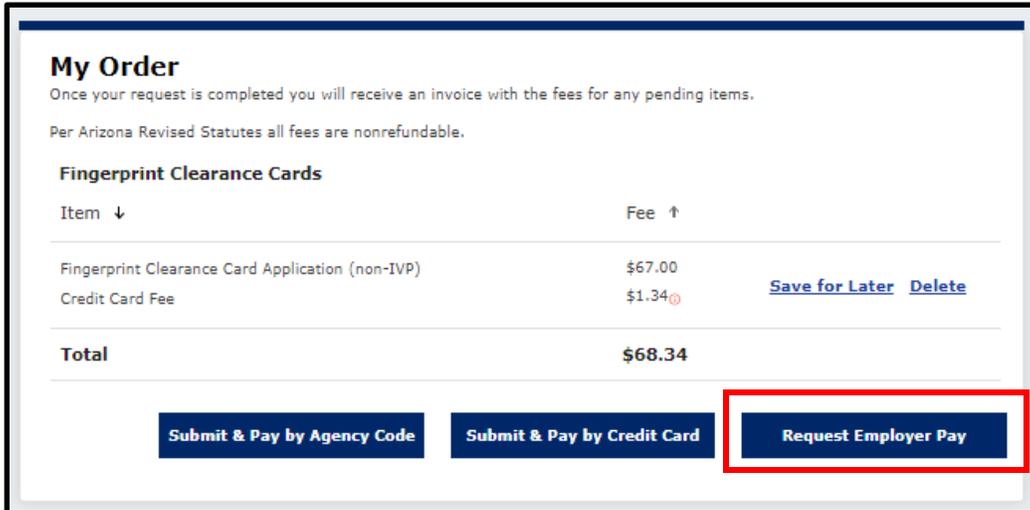


How does an employer pay for an application?

1. If an employer is going to pay for the applicant's card, the applicant must select **Request Employer Pay** when submitting their application



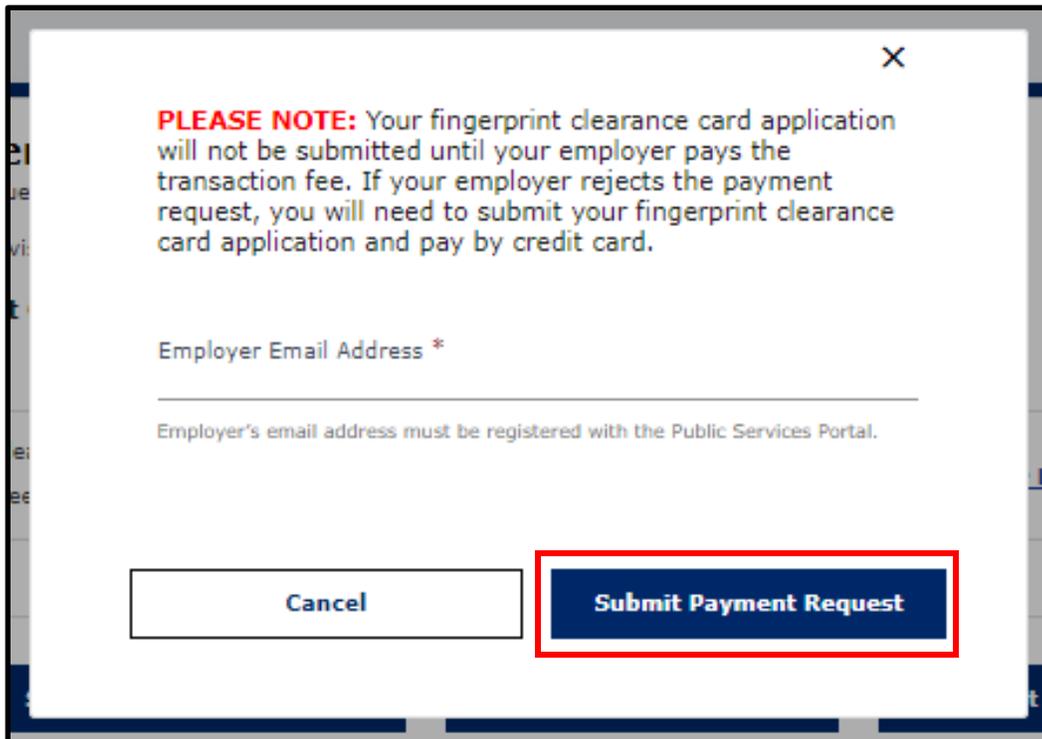
My Order
Once your request is completed you will receive an invoice with the fees for any pending items.
Per Arizona Revised Statutes all fees are nonrefundable.

Fingerprint Clearance Cards

Item ↓	Fee ↑	
Fingerprint Clearance Card Application (non-IVP)	\$67.00	Save for Later Delete
Credit Card Fee	\$1.34	
Total	\$68.34	

[Submit & Pay by Agency Code](#) [Submit & Pay by Credit Card](#) [Request Employer Pay](#)

2. The employer MUST have an employer account type on the PSP and provide the associated email address to the employee. They will input that email address and select **Submit Payment Request** to send the application to the employer.



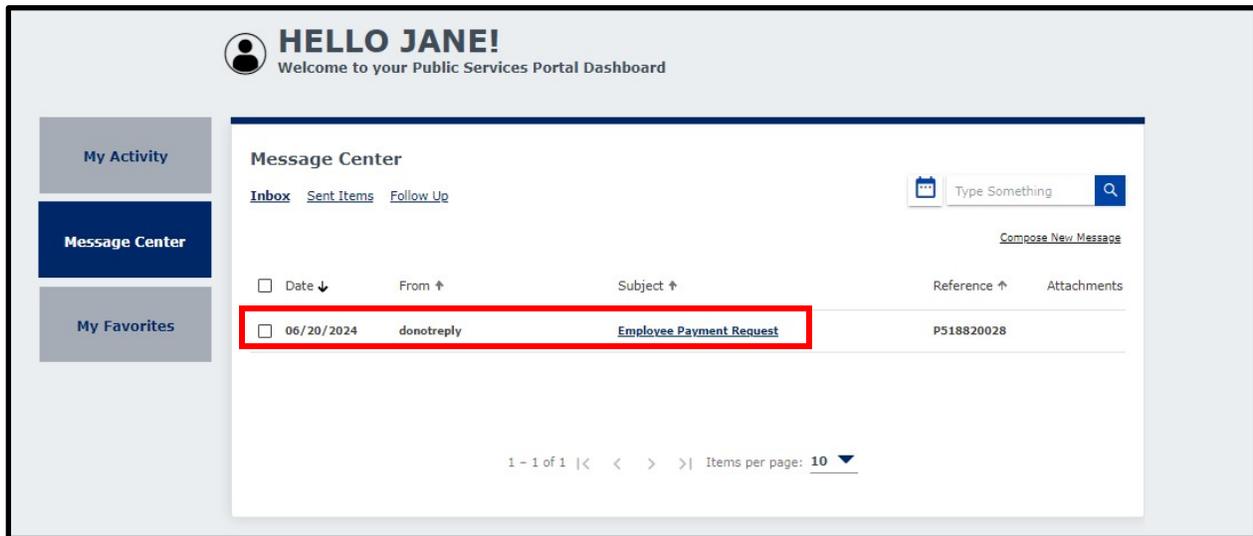
PLEASE NOTE: Your fingerprint clearance card application will not be submitted until your employer pays the transaction fee. If your employer rejects the payment request, you will need to submit your fingerprint clearance card application and pay by credit card.

Employer Email Address *

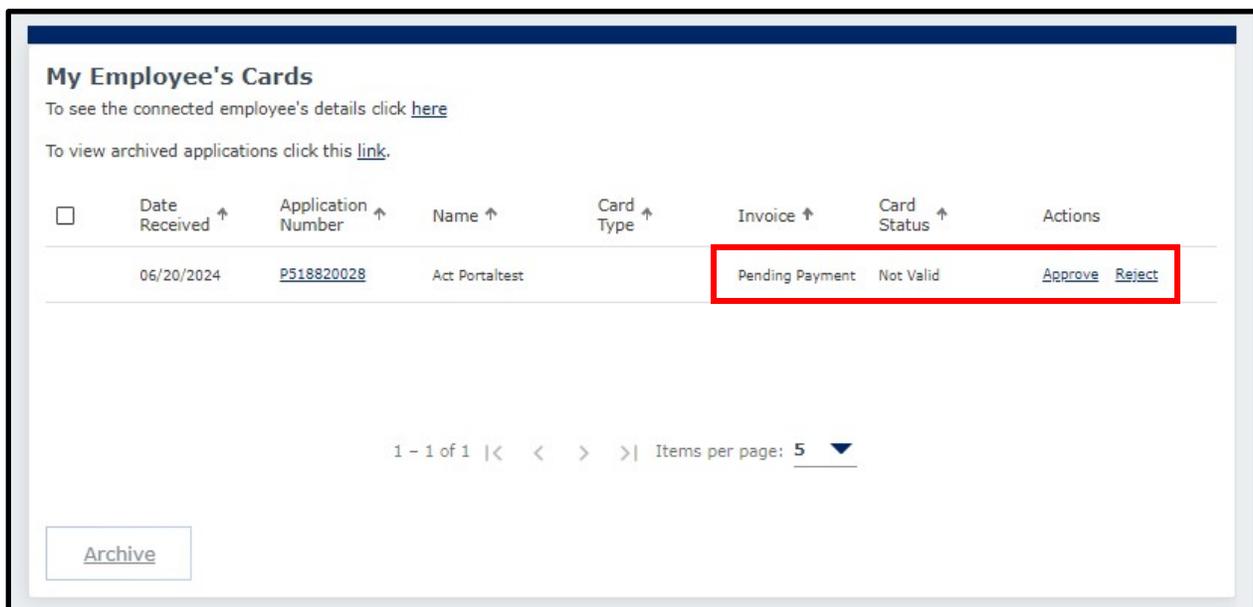
Employer's email address must be registered with the Public Services Portal.

[Cancel](#) [Submit Payment Request](#)

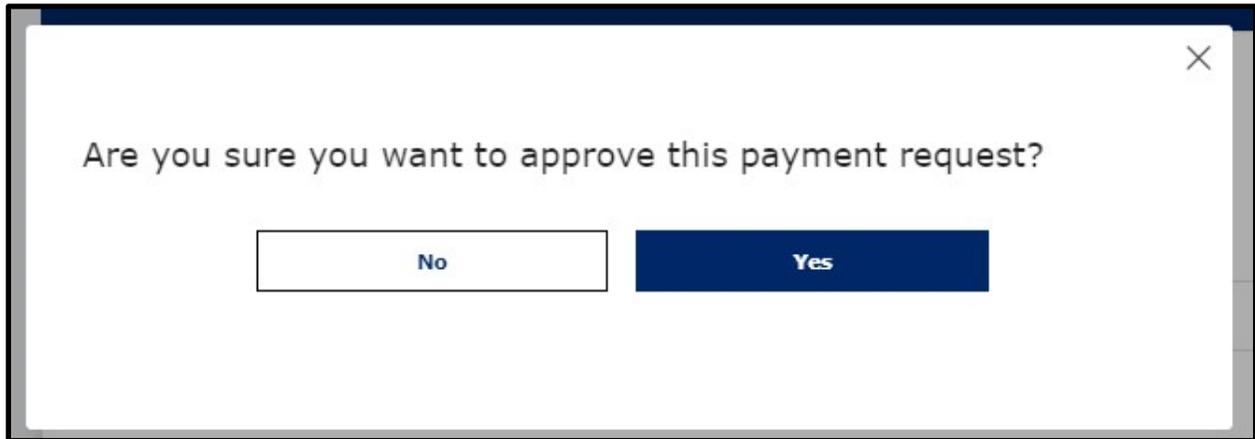
- When an employee submits their application for the employer to pay, the employer will receive an email alerting them that they have a new message in their PSP account. The message in the PSP account will let the employer know that an applicant has made an employee payment request.



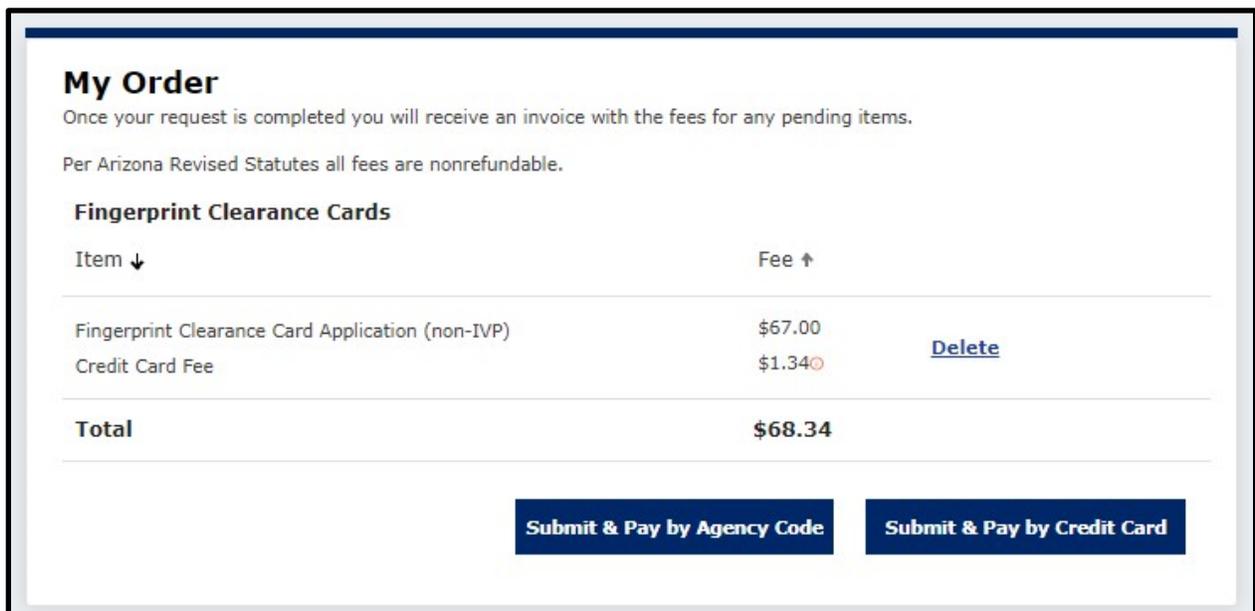
- In the Dashboard, scroll down to **My Employee's Cards** to see the connected cards and statuses. Those with a **Pending Payment** status will request approval or rejection for the payment request.



5. To pay for the application, select **Approve**, and then confirm when prompted



6. Select the payment method: Agency code or credit card



7. You must acknowledge BOTH statements before you can continue to pay

Order Acknowledgement

- I understand that after I pay, I will need to log back into the Public Services Portal and go to my Message Center for further instructions and important information regarding my submission.
- I understand that per Arizona Revised Statutes, all fees are nonrefundable.

8. You will be navigated away from and logged out of the PSP. Enter your payment information and complete the transaction. If you need to return to the PSP, you will have to log back in.

PAYMENT INFORMATION

CHECKOUT - PAYMENT INFORMATION

NOTICE: Before submitting your payment information, please ensure that your address on file with your bank or credit card company is up to date with the address you are entering here. If your address does not match, your payment might be rejected.

* First Name * Last Name

* Billing Address Billing Address 2

* City * State * Zip

* Email * Phone Number

Include area code

Credit Card
 Electronic Check

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

* Credit Card Number

* Expiration Month * Expiration Year * CVV/CSV