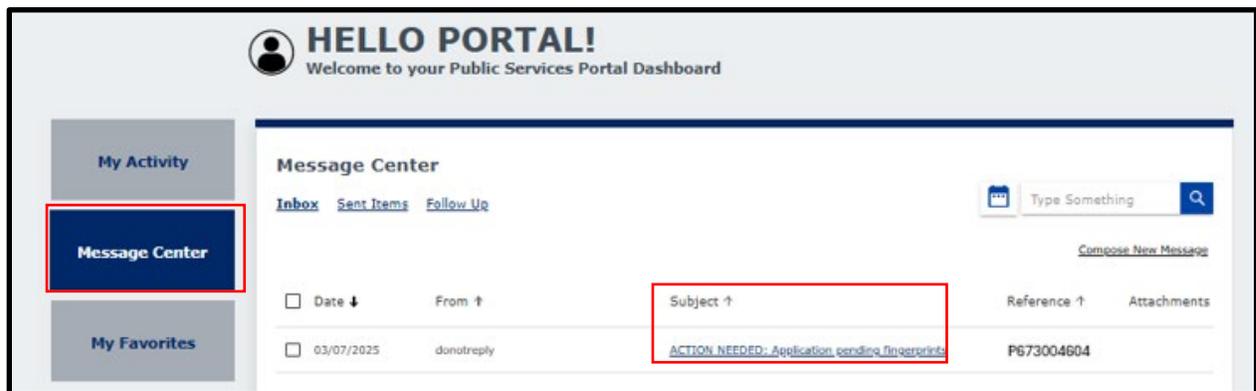
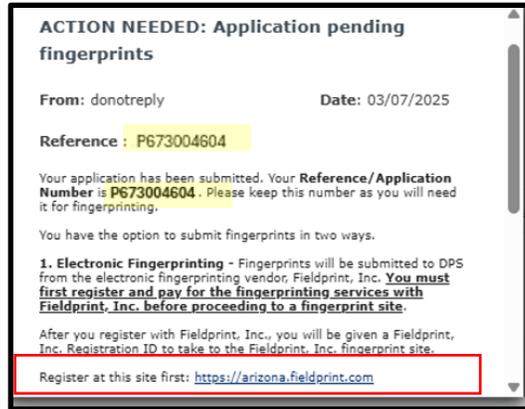


I am having trouble scheduling with Fieldprint / What is my Fieldprint code?

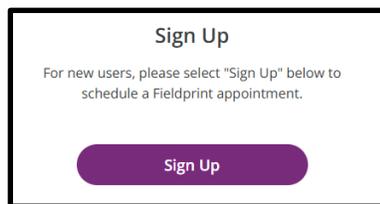
- Before you can have your fingerprints taken electronically, you MUST submit and pay for your clearance card application on the Public Service Portal.
TIP: Fieldprint will use your government photo ID to verify your identity. On your application, use your name exactly as displayed on the ID you will present to Fieldprint.
 - Once you have completed the application, you will have a message in your message center notifying you that you must be fingerprinted.
1. Log in to the PSP and in your message center, locate the message with the following subject line. Click the subject line to open the message. (**Note:** the FIRST time you view the message, it can also be found in the **Recent Notifications** section of your Dashboard. Once you open the message, it will only be in the message center.)



2. Once you open the message, be sure to take note of your reference number. You will need this. Once you have notated that reference number, click the provided link to navigate to Fieldprint to schedule your appointment.



3. If you have used Fieldprint before, log in to your existing account. Otherwise, create an account on the Fieldprint website (**Note:** If you have trouble logging in or making an account, you will have to contact Fieldprint. DPS will not be able to assist with account creation that is specific to their site).



4. At the beginning of scheduling, you will need to select the reason why you are being printed and will be presented this screen. Do **NOT** use the Fieldprint Code box. Instead, scroll down so that you are able to see the reasons listed under **4 Total Reasons Available**.

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you don't have a Fieldprint Code, please contact the employer or organization that sent you to this website. Otherwise, enter your Fieldprint Code in the Fieldprint Code box below.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to "Don't have a Fieldprint Code?" and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking "Continue with this Reason."

Fieldprint Code

Continue with Fieldprint Code

Don't have a Fieldprint Code?

Notice

If you were not issued a Fieldprint Code by your employer/agency, please enter the reason you are being fingerprinted in the blank cell below or select a reason from the list of potential options. If you do not know the reason for your fingerprinting request or it is not listed, please contact your employer/agency.

4 Total Reasons Available

5. Next to **Fingerprint Clearance Card**, select **Continue with this Reason**.

Background Check for Employment/Licensure	Continue with this Reason
Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint-based background check for employment or licensure.	
Fingerprint Clearance Card	Continue with this Reason
Fingerprints will be submitted to the Arizona Department of Public Safety for your fingerprint Clearance Card application.	
Security Guard	Continue with this Reason
Fingerprints will be submitted to the Arizona Department of Public Safety for your Security Guard application.	
Private Investigator	Continue with this Reason
Fingerprints will be submitted to the Arizona Department of Public Safety for your Private Investigator application.	

6. On the next screen, enter your reference number on the reference number line. Then enter your last name and date of birth (*again, ensure that this info is the same as it on the ID you will show to Fieldprint*). Once you enter that information and press Continue, you will provide the additional information required by Fieldprint and select your location, date, and time to be printed. Once printed, Fieldprint will submit your prints to DPS.

Arizona Demographics

NOTICE: Please ensure your information is consistent with your AZ DPS application. Inconsistencies could delay the submission of your prints.

* — Required Fields

Reference Number* ?

Last Name*

Date Of Birth*

Note: If you enter your reference number, last name, and DOB and receive a **‘Problem with Request’** error, there might be an information discrepancy. Check your public service portal to make sure you have the right reference number and ensure that your name and DOB on your application are the EXACT same as what you are using here and on your ID. If you made a mistake on your application and need your name or DOB corrected, contact the

Clearance Card Team at (602) 223-2279. You can also email fingerprint@azdps.gov to have the name corrected. **If you choose to email the team, please include:**

- Your reference number
- A photo of your ID
- A description of what you need done. (*i.e. "I submitted my application with the incorrect/incomplete name, DOB, etc. and I need the application to be corrected so that I can schedule my appointment with Fieldprint."*)



This correction will update your name on this application ONLY. If you want your public service portal profile updated as well, you must submit a name change request in the portal.

