# DPS/Fieldprint Fingerprint Processing
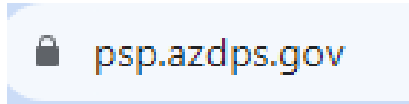## Please read carefully
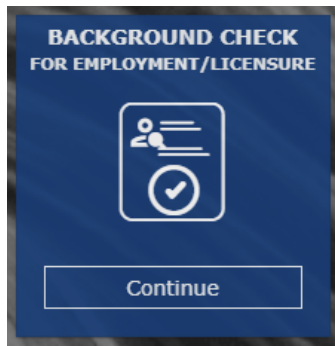
Step 1: Go to psp.azdps.gov

psp.azdps.gov

Step 2: Click on Sign Up

8 Login / Sign up

Step 3: Click on Background Check

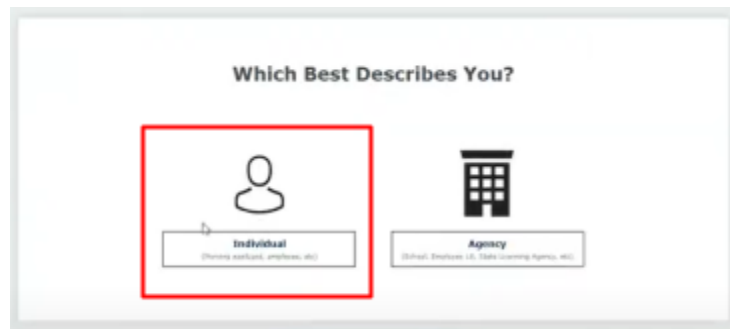**BACKGROUND CHECK FOR EMPLOYMENT/LICENSURE**

Continue
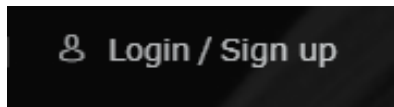
Step 4: Click Yes

Are you an individual, school, employer, or state licensing agency and will be conducting a fingerprint-based background check for employment or licensure?
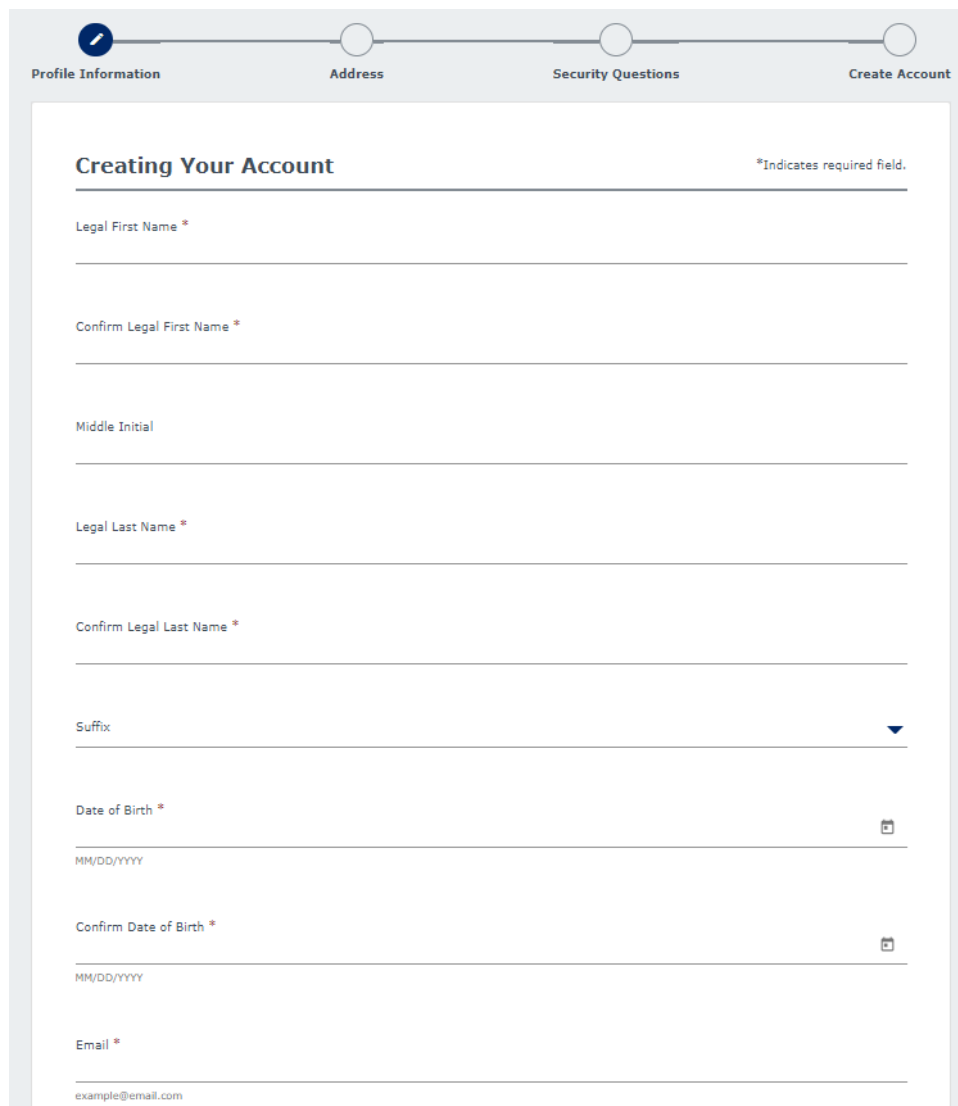
Yes     No

Step 5: Click on Individual



Step 6: Create Account for the applicant, complete all the required fields. (***Everything must match their Driver License***)

Step 7: Click Continue

Step 8: Complete the required fields for physical and mailing addresses.

## Physical Address

Address *

_____
Address is required

Apt

_____
Example: #2A

City *

_____
City is required

State *
**Arizona**                                                                    ▼

Zip code *

_____
Zip code is required

Step 9: Complete all required sections to create an account (*Security Questions*)

## Creating Your Account                              *Indicates required field.

Security Question #1 *                                                         ▼
_____

Answer *
                                                                              👁
_____

Security Question #2 *                                                         ▼
_____

Answer *
                                                                              👁
_____

Security Question #3 *                                                         ▼
_____

Answer *
                                                                              👁
_____

Step 10: Click Create account and verify your email

**Verify Your Email**

Your account has been created, but it needs to be verified. Check your email and click the confirmation link to verify your account. If you did not receive the email, check your spam, junk, or trash folder.

I did not receive the email. Please send it again.

Step 11: Login to the DPS Website with the account that was just created

**Login**                                        *Indicates required field.

**Login to access your AZDPS account.**

Email Address *

_____

Password *                                                    👁

_____

Forgot Password?

[ **Login** ]

Step 11a: If the email is not verified the following message will be prompted. Please locate your email to confirm the account.

✕

**Resend Verification Email**

Your account has not been verified. Request a verification email by clicking on the Resend Verification button below.

[ Cancel ]          [ **Resend Verification** ]

Step 12: Click on "Send OTP" or One Time Passcode

**For Your Protection**

\*Indicates required field.

For security, we need to verify your identity. Below are the email addresses and phone numbers you have listed with us.

Choose how you want to receive your temporary One-Time Passcode (OTP)*

⦿ Email     o...1@gmail.com

| Cancel | Send OTP |

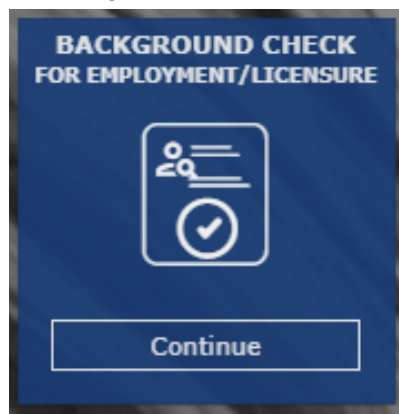Step 13: Enter your one time password and click Login

**For Your Protection**

\*Indicates required field.

We just sent you a One-Time Passcode (OTP). Please enter it below to verify your account.

One-Time Passcode (OTP)*

| Cancel | Login |

Did not receive the OTP.  **Resend OTP.**

Step 14: Click on background check

**BACKGROUND CHECK**
**FOR EMPLOYMENT/LICENSURE**

Continue

**Step 15:** Enter provided fingerprint code and click Continue

Codes are:
1. TRD-060.A (Third party companies)
2. TRD-060.A (Professional Driving schools)
3. VDR-059.A  (Dealer License)

## Fingerprint Code

Enter the Fingerprint Code (Given by your employer/agency) *

**Step 16:** Read and acknowledge the Privacy Act Statement and select continue

☐ By signing the background check for employment/licensure application, you are acknowledging you have read this "Privacy Act Statement".*

**Step 17:** Confirm the agency information is correct and select the "Employee" option and click continue

## Agency Information

Agency Name *

AZ DEPT TRANS,TRAFFIC SAFETY,PHOENIX

Agency Type *

Applicant

Are you a full time employee or a volunteer? *

○ Employee          ○ Volunteer

Step 18: Fill out the **Applicant Information** and make sure all the information is correct

**Applicant Information**

Applicant Information for **AZ DEPT TRANS,TRAFFIC SAFETY,PHOENIX Agency**
Please enter your Legal Name

First Name *

Middle Initial

Last Name *

Suffix                                                                                    ▼

Social Security Number                                                      👁

Race *
Select                                                                                  ▼

Sex *
Select                                                                                  ▼

Height (ft) *                    (in) *                    Weight *
Select              ▼          Select              ▼

Step 19: Select "The Applicant is or will be physically present in Arizona for fingerprinting" option

**Fingerprinting Preference**

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

Fingerprint Method*

○ The applicant is or will be physically present in Arizona for fingerprinting

○ The applicant is not physically present in Arizona for fingerprinting

Step 20: Check the application signature acknowledgement box and type the applicant's name then click continue.

**Applicant Signature**

☐ I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.*

Signature *

_____

Type your full legal name as your signature.

Step 21: Perform a final review of the Background Check for Employment/Licensing Application and ensure the information is correct and click "Continue to my order"

Step 22: Click Submit and Pay

# 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.

**Background Check for Employment/Licensure**

| Item ↓ | Fee ↑ | |
|---|---|---|
| Background Check Application | $22.00 | **Save for Later**  **Delete** |
| Credit Card Fee | $0.44 | |
| **Total** | **$22.44** | |

| Submit & Pay | Request Employer/Agency Pay |
|---|---|

Step 23: Read and select all boxes then click 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.

☐ I understand all communication regarding my background check will be directed to the employer/licensing agency - DPS is not authorized by law to share any background information with the applicant.

| Cancel | Continue to Pay |
|---|---|

Step 24: Fill out all the payment information and click continue.



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

DISCOVER  MasterCard  VISA

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
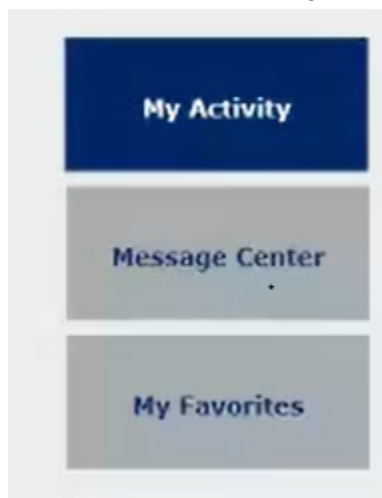
Clear  Cancel                                    Continue

Step 25: Then click authorize
        Step 25A: Then click continue again.
Step 26: Log back into the DPS website (use the same account that was created in Step 6).
Step 27: Click on Message Center then open the message inside the inbox.



My Activity

Message Center

My Favorites

Step 28: Copy the Reference number, it will be the A number followed by 9 digits.



Your application has been submitted. Your **Reference/Application Number** is  A#########  . Please keep this number as you will need it for fingerprinting.

Step 29: Click on the hyperlink https://arizona.fieldprint.com to the fieldprint site. Manually enter the website if the link does not does not work..

## Welcome to Fieldprint®

### Sign Up

For new users, please select "Sign Up" below to schedule a Fieldprint appointment.

**Sign Up**

### Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.
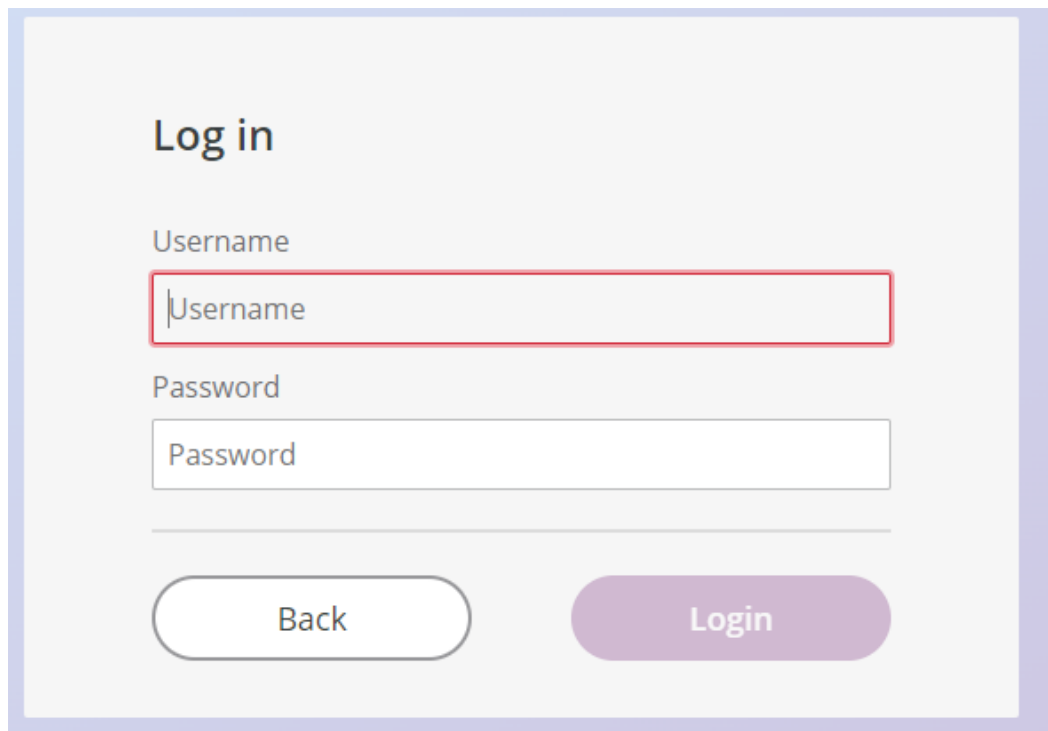
**Log In**

Step 30: Click the Sign Up option in the previous image.

Step 31: Create an account with the name on your license. It will be the same name as what was entered on the DPS website.

Step 32: Type in the verification code and click complete registration.

Step 33: Log in to the Fieldprint site with the created account.

## Log in

Username

Username

Password

Password

Back            Login

Step 34: Once logged in, scroll down until you see "Applicant Processing or Background Check" and select the "continue with this reason" option.



Step 35: Fill in the applicants Last Name, Date of Birth and reference code that was provided from DPS in Step #28.



Step 36: Complete the appointment process by filling out all required information and click continue.

Step 37: Finalize the appointment and pay the required fees.