

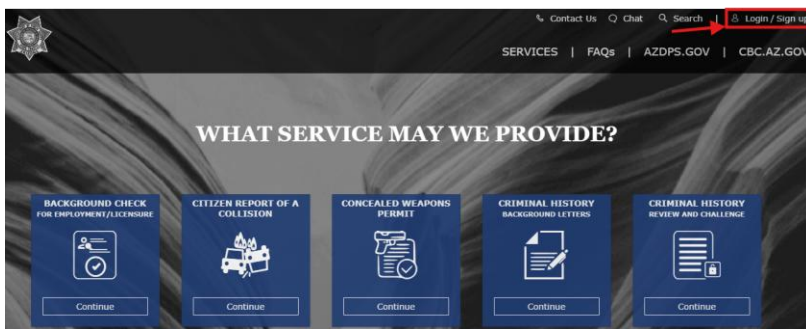


STEP 1: CREATE AN ACCOUNT WITH THE ARIZONA DEPARTMENT OF PUBLIC SAFETY (AZ DPS)

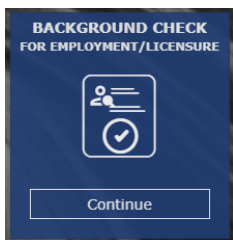
To create an account with the Arizona Department of Public Safety, please follow the instructions below:

1. Visit <https://psp.azdps.gov/>
2. If you have previous login credentials with the Arizona Department of Public Safety, click on **LOGIN** and skip to Step 10 (page 4) on this instruction guide for the Arizona Department of Public Safety (AZ DPS)

If you have **NOT** created an account with the Arizona Department of Public Safety, click on **SIGN UP** proceed to Step 3 on this instruction guide for the Arizona Department of Public Safety (AZ DPS)



3. Choose **BACKGROUND CHECK** tile



4. Select **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

5. Select **INDIVIDUAL**

Which Best Describes You?

☐ Individual ☐ Agency

(Hiring applicants, employees, etc.) (School, Employer, LE, State Licensing Agency, etc.)



Arizona Department of Public Safety

6. Complete the **PROFILE INFORMATION** and click **CONTINUE**

Profile Information

Address

Security Questions

Create Account

Creating Your Account

*Indicates required field.

Legal First Name *

Confirm Legal First Name *

Middle Initial

Legal Last Name *

Confirm Legal Last Name *

Suffix
Select

Date of Birth *

MM/DD/YYYY

Confirm Date of Birth *

MM/DD/YYYY

Email *

example@email.com

Confirm Email *

example@email.com

Password *

Minimum of 8 and maximum of 20 characters, with 1 uppercase 1 lowercase and 1 special character or number.

Confirm Password *

Cancel

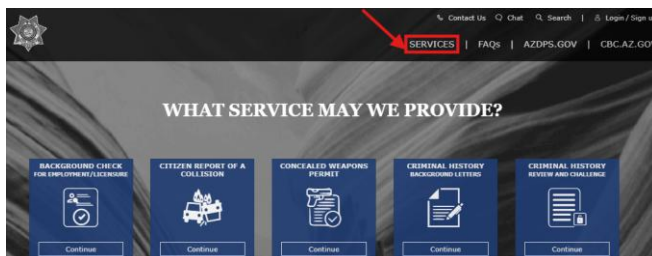
Continue



7. Complete the **ADDRESS** Information and click **CONTINUE**

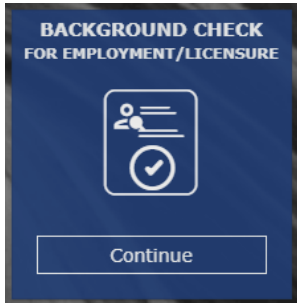
A screenshot of the Arizona Department of Public Safety account creation form, specifically the "Address" section. The form is titled "Physical Address" and "Mailing Address". It includes fields for "Address", "Apt", "City", "State" (a dropdown menu with "Arizona" selected), and "Zip code". There are also fields for "Home Number" and "Mobile Number". A checkbox labeled "Use same address as above" is present. At the bottom, there are "Cancel" and "Continue" buttons. The form is part of a larger process with steps: Profile Information, Address, Security Questions, and Create Account.

8. Complete **SECURITY QUESTIONS** and click **CREATE ACCOUNT**
9. Select **SERVICES**





10. Choose **BACKGROUND CHECK** tile



11. Enter the Diocese of Tucson FIELDPRINT CODE: **STA-136.S**

Fingerprint Code

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

12. Complete agency information, applicant information, signature, and review

BACKGROUND CHECK FOR EMPLOYMENT/LICENSURE

Privacy Act Statement

Agency Information

Applicant Information

Signature

Review

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, state statutes pursuant to pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (checklist.azdhs.gov).

[Read more](#)

13. Upon completing the application, you will review your order to proceed with the DPS fingerprinting process. Please ensure that you choose **SUBMIT & PAY**. There will be a fee and will be required to be paid through the Arizona DPS Portal

MY ORDER

Important Notice: Payment Issues Alert

Arizona's valued customers are currently experiencing technical difficulties with payment processing on the Google Chrome browser. For a smooth checkout experience, please use Safari or Edge browsers instead. We apologize for any inconvenience this may cause and appreciate your understanding.

My Order

Once your payment is completed you will receive an invoice with the fees for any pending items.

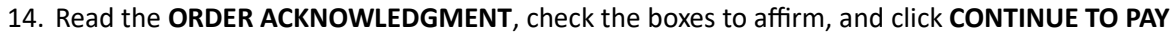
Per Arizona Revised Statutes all fees are non-refundable.

Background Check for Employment/Licensure	Fee	
Background Check Application	\$5.00	View Fee Letter Delete
Check Card Fee	\$4.10	View Fee Letter Delete
Background Check Application	\$5.00	View Fee Letter Delete
Check Card Fee	\$4.10	
Total	\$18.20	

[Submit & Pay](#) [Request Invoice/Agency Pay](#)

SERVICES
FREQUENTLY ASKED QUESTIONS
ADPS.GOV

Terms and Conditions
Chat
Contact Us



15. Complete the **CHECKOUT PAYMENT INFORMATION** and click **CONTINUE**

16. Review the **BILLING INFORMATION** and **ORDER INFORMATION**. If all is correct, click **AUTHORIZE**. A message will appear on the screen that states “Your request is being processed”

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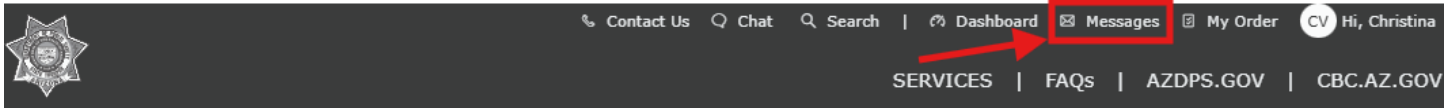


17. You will receive a follow-up email from [do not reply psp@azdps.gov](mailto:do_not_reply_psp@azdps.gov) to log back into the Arizona Department of Public Services Portal to view the instructions on how to proceed with the digital fingerprinting process through FieldPrint (<https://schedule2.fieldprint.com>)

You have a new message in the AZ DPS Public Services Portal.
Please login to view your message here: [inbox](#)

Thanks,
AZ DPS Team

18. Once you log into the AZ DPS Public Services Portal, click on the  Messages icon to view your messages



19. Complete **OPTION 1: ELECTRONIC FINGERPRINTING**. You will need the **REFERENCE/APPLICATION NUMBER** that the Arizona Department of Public Safety provides in the message you receive (i.e., A000123456) in order to proceed with the registration process with FieldPrint to schedule an appointment for digital fingerprinting

ACTION NEEDED: Application pending fingerprints

From: donotreply

Date: 04/11/2025

Reference : A000XXXXXX

Your application has been submitted. Your **Reference/Application Number** is **A000XXXXXX**. Please keep this number as you will need it for fingerprinting.

You have the option to submit fingerprints in two ways.

1. Electronic Fingerprinting - Fingerprints will be submitted to DPS from the electronic fingerprinting vendor, Fieldprint, Inc. **You must first register and pay for the fingerprinting services with Fieldprint, Inc. before proceeding to a fingerprint site.**

After you register with Fieldprint, Inc., you will be given a Fieldprint, Inc. Registration ID to take to the Fieldprint, Inc. fingerprint site.

Register at this site first: <https://arizona.fieldprint.com>