Electronic Background Check (Fingerprinting) - Consolidated Instructions

Step 1 of 2:

Department of Public Safety - Public Portal Background Check Application

A. Go to psp.azdps.gov.

B. Create or log into your existing account by locating the "Login/ Signup" icon in the top right corner of the screen.

C. Using your established account, **select the Background Check icon**.

D. Enter fingerprint code ACC-019.A, complete each page, and note on the "My Order" page, the $22.00 payment[1] is paid by the applicant by selecting the "Submit & Pay" option. Please save the DPS generated Reference Number for step two and until licensure is approved.

Step 2 of 2:

Fieldprint - Arizona Livescan Provider

A. Go to www.fieldprintarizona.com.

B. Select "Schedule Appointment".

C. Create or log into your existing account.

D. From your established account, scroll down to "Don't have a fingerprint code", then select "Continue with this Reason", enter the reference number obtained from DPS and complete all subsections under the "Data Collection" tab.

E. Create your appointment, pay, and receive confirmation of the appointment.

Please note: At this time, electronic background checks (fingerprint) submissions are only available to Arizona residents. For all others, please click HERE.

STILL NEED HELP? STEP BY STEP DIRECTIONS ARE INCLUDED BELOW

---

[1] There is a $0.44 credit card processing fee charged by DPS.

Detailed Instructions

1. Navigate to the Arizona Department of Public Safety Public Services Portal.
   https://psp.azdps.gov/
2. Select "Continue" from the "Background Check for Employment/Licensure" icon.

3. Log into your existing account or create a new account. Existing users may skip to step 11.
4. To create an account, select "Don't have an account? It's easy to create one" and follow the instructions.

5. Select "Continue" from the "Background Check for Employment/Licensure" (again).
6. On the following page, select "Yes".

7. On the following page select "Individual".
8. Complete all required fields, as requested, and click create account.
9. User will be prompted to verify their email address to move forward in the account set up process, complete this task prior to moving forward.
10. Login into the newly created account and complete the identity verification process.
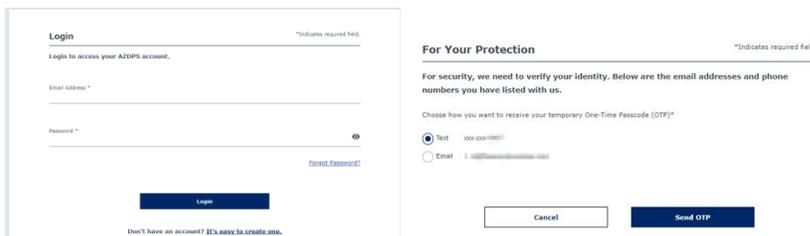
11. Once you are logged in, select "Continue" from the "Background Check for Employment/Licensure" icon.
12. Enter fingerprint code, **ACC-019.A**
13. Review the Privacy Statement to continue.

14. Select "Applicant/Employee".

15. Complete the Applicant Information.

16. Complete the electronic signature and fingerprinting preference fields.

17. Review all information and if it is correct, select "Continue to my Order".

18. Payment is paid by the applicant by selecting the "Submit & Pay" option. Please save the DPS generated Reference Number for step two and until licensure is approved.

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]

19. Complete the Order Acknowledgement to continue.

20. On the payment information page, enter your payment information and submit.

21. You will be redirected to confirm the payment information. Click on the Authorize button to complete your payment.

22. The confirmation receipt screen will appear, click on "Download receipt" button and "Print copy" for your records. Please retain the authorization/reference number for future steps in the process. Select the "Continue" button.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is ▓▓▓▓▓
Please reference this number in any correspondence regarding your transaction. Get the Adobe Acrobat Reader

[Download receipt]

23. After you receive the Reference Number, you will then navigate to https://fieldprintarizona.com and select the 'Schedule Appointment' button.

Arizona's Largest Livescan Network

For Individuals

Electronically schedule an appointment with one of our many conveniently located Livescan sites across the state.

[Schedule Appointment]   I have already scheduled →

24. If you have already created an account on the Fieldprint site, log in. If not, select "Sign Up".

Welcome to Fieldprint®

Sign Up	Returning User Login
For new users, please select "Sign Up" below to schedule a Fieldprint appointment.	For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.
Sign Up	**Log In**

25. Once you have created an account and logged in, scroll down to the "Don't have a 'Fingerprint Code' section, Applicant Processing and select 'Continue with this Reason'.

Reason

Continue with Fieldprint Code

A Reason Code or Fieldprint Code is required to continue. If you don't have a Reason Code or Fieldprint Code, please contact the employer or organization that sent you to this website. Otherwise, enter your Reason Code or 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   Search Reasons for Fingerprint

Applicant Processing   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.

26. Enter in the Reference Number you obtained from DPS in the Reference Number Field and complete all sub sections of the Data Collection tab.

Data Collection

○ Arizona Demographics

○ Personal Information

○ Demographics

○ Employer

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*   Month ⌄   Day ⌄   Year ⌄

27. Pay the service fee to Fieldprint of $8.25 to receive an appointment confirmation.