**DPS Instructions for Fingerprint Applications**

**Step 1: Create an account-**

1. To register your own individual account go to [https://psp.azdps.gov/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpsp.azdps.gov%2F&data=04%7C01%7CMindy.Lewis%40AZDCS.GOV%7Cd49142b20cd7476cb3c708d89bc89dd7%7C45e362692a6c41ccacf12d7382c0efee%7C0%7C0%7C637430633403994555%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2BuARm12aHSoP0P9y%2B0TzEpr%2F7lPY91Dq1vqmgyDBBx4%3D&reserved=0)
2. Click “Continue” on Fingerprint Clearance Card

 

1. Click on “Apply for a Card/Request a Replacement” and then click “Continue”



1. The applicant will need to register their own INDIVIDUAL account and apply from that account.

-Follow the prompts to create your individual account.

- A confirmation letter will be sent to your email. Stay logged into your email account as you will have to obtain a “One Time Password”

-When email is received click on “Confirm Account”

-Log in to your DPS account

-Check your email for the one time security password (OTP)

-Enter on the OTP DPS website



**Step 2: Complete fingerprint application and get reference number from DPS website-**

1. Visit DPS site- [https://psp.azdps.gov/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpsp.azdps.gov%2F&data=04%7C01%7CMindy.Lewis%40AZDCS.GOV%7Cd49142b20cd7476cb3c708d89bc89dd7%7C45e362692a6c41ccacf12d7382c0efee%7C0%7C0%7C637430633403994555%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=%2BuARm12aHSoP0P9y%2B0TzEpr%2F7lPY91Dq1vqmgyDBBx4%3D&reserved=0)
2. Select “Finger Print Clearance Card”.
3. Select “Apply for a Card/Request a Replacement”.
4. Log in and select “Apply for a new clearance card”.
5. Select “DCS – Foster Home Licensure” as the reason.
6. Then follow the prompts to complete personal information (employment info not necessary).
7. On the “My Orders” page to pay, select “Submit and Pay by Agency Code”.

 When you get to the “My Orders” page you will enter the agency code supplied by DCS “Submit and Pay by Agency Code”.



1. When you select “Submit and Pay by Agency Code” a window will open for you to enter the agency code:



1. You will enter the agency code that applies: (Do not copy and paste)

Use the below code that applies to your situation.

**FPAZDCSFoster –**For DCS Foster Care Licensure per ARS 8-509

**FPAZDCSAdoptive –**For DCS Adoption per ARS 8-105

**FPAZDCSUnLicKin** – For DCS Unlicensed Kinship per ARS Title 8 Chapter 4 Article

1. A valid code will cause the application to be submitted and a message on how to get printed will be sent to your Portal message center along with the Reference # (application number). Once you receive that message in the message center, you can use the reference number and the information you entered to go get printed. The message further explains the paper and electronic process with a link to the Gemalto website:



1. If an improper agency code is used the following message will appear:



**Step 3: Schedule the Fingerprinting Appointment-**

1. Visit the Gemalto website- <https://pci.aps.gemalto.com/azperlpub/landing.pl>
2. Select “Applying for a Finger Print Clearance Card”.



 3. You will be re-directed to the following page:

 Here you will need to enter the reference number received in your email. You will also need to enter the billing code that was entered into the DPS site along with the following billing password.



Enter the appropriate Billing Code:

**FPAZDCSFoster –**For DCS Foster Care Licensure per ARS 8-509

**FPAZDCSAdoptive –**For DCS Adoption per ARS 8-105

**FPAZDCSUnLicKin** – For DCS Unlicensed Kinship per ARS Title 8 Chapter 4 Article

Enter the Billing Password: **DCSTh@1es (**Do not copy and paste)

4. Confirm the information by selecting “Continue”.

5. You will receive a confirmation email.

6. Confirm your registration by clicking “Confirm Email” in the confirmation email.

7. Go to <https://www.aps.gemalto.com/az/locations.htm#1!/> to find a fingerprint location near you.  Click on the appropriate county to get a list of fingerprint locations.  Click on the location name to get additional information - street address, hours of operation, telephone number, is an appointment required, etc.

\*You may be charged a fee at the Livescan site in order to get printed.