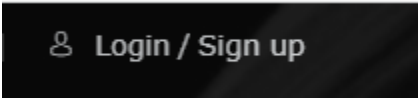


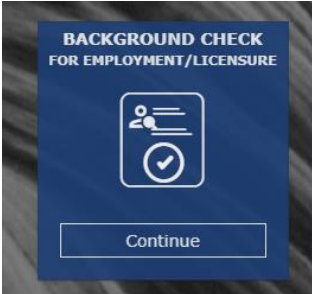
## Background Check Procedures and Instructions

### IN STATE APPLICANTS

Applicants must create an account on the portal by navigating to [psp.azdps.gov](http://psp.azdps.gov)  
Click the “Sign Up” link in the upper right portion of the screen.

A dark blue button with a white person icon and the text "Login / Sign up" in white.

You will be given a choice of what account to create. Select the “**Background Check for employment/licensure**” icon.



Answer “YES” to the next question.

Select the “Individual” option.

Complete the fields. (You MUST input your **full legal name** as it appears on your government-issued identification. Any other name may delay their process.)

You will need to validate your email address by **clicking on a “Verify Email” link sent to your registered email address.**

Once the account is created and verified, use the following fingerprint/purpose code **NAT-012.A**

Scroll Down to you get to the **Applicant Processing** area, input the code there.

Once the code is entered you will be taken to the rest of the application.

When you complete this process, you will be taken to the “My Order” page to pay the background fee.

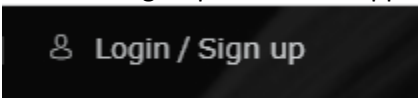
Once the background check is submitted, you will receive instructions in the message center for the next steps on fingerprinting. Fingerprints are done electronically through our vendor, Fieldprint.

You will need the reference number that was given to you in the message center and follow the instructions included.

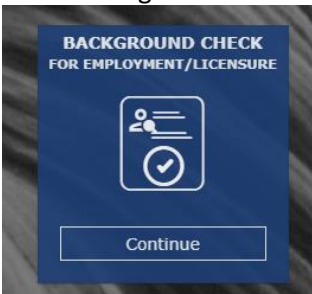
### OUT OF STATE APPLICANTS

Applicants must create an account on the portal by navigating to [psp.azdps.gov](http://psp.azdps.gov)

Click the “Sign Up” link in the upper right portion of the screen.

A dark blue button with a white person icon and the text "Login / Sign up" in white.

You will be given a choice of what account to create. Select the “**Background Check for employment/licensure**” icon.



Answer “YES” to the next question.

Select the “Individual” option.

Complete the fields. (You MUST input your **full legal name** as it appears on your government-issued identification. Any other name may delay their process.)

You will need to validate your email address by **clicking on a “Verify Email” link sent to your registered email address.**

Once the account is created and verified, use the following fingerprint/purpose code **NAT-012.A**

Scroll Down to you get to the **Applicant Processing** area, input the code there.

Once the code is entered you will be taken to the rest of the application.

When you complete this process, you will be taken to the “My Order” page to **pay the background fee. Print a copy of the proof of payment.**

Once the background check is submitted, you will receive instructions in the message center for the next steps on fingerprinting. Fingerprints are done electronically through our vendor, Fieldprint.

- In the event there are no Fieldprint locations available in your area, you will need to submit a physical fingerprint card directly to DPS. Have your prints rolled or scanned onto a **FD-258 fingerprint card**. You may have this done by a fingerprinting center or police station. The top portion of the card is required to be filled out.

Complete sections 1,2, 7,8, 10,11,12,13,14,15,16,17,18 and 22 with the appropriate information.

Section 5. 1740 W. Adams, Ste. 3002 Phoenix, AZ 85007

Section 6. A.R.S. 41-1750 , A.R.S. 32-1524

Section 19. XX007265D

Sections 20, 21 and 23 leave blank

APPLICANT <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK										FBI		LEAVE BLANK					
FD-258 (REV 12-10-07)		X		LAST NAME	FIRST NAME	MIDDLE NAME											X				
SIGNATURE OF PERSON FINGERPRINTED		1		ALIASES AKA		OR I		8										9			
RESIDENCE OF PERSON FINGERPRINTED		2		CITIZENSHIP CTZ		SEX	RACE	HGT	WGT	EYES	HAIR	DATE OF BIRTH		DOB		10					
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		4		YOUR NO. OCA		11										18		POB		
EMPLOYER AND ADDRESS		5		FBI NO. FBI		19										20		X			
REASON FINGERPRINTED		6		ARMED FORCES NO. M/IJ		21										22		X			
				SOCIAL SECURITY NO. SOC		22										23					
				MISCELLANEOUS NO. M/IJ		23															

You will need to send the fingerprint card along with a copy of the proof of payment from the AZDPS portal to the following address.

Arizona Department of Public Safety  
Applicant Team  
Mail Drop 3190  
P.O. Box 18430  
Phoenix, AZ 85005-8430