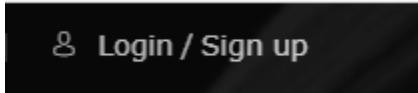


Background Check Procedures and Instructions

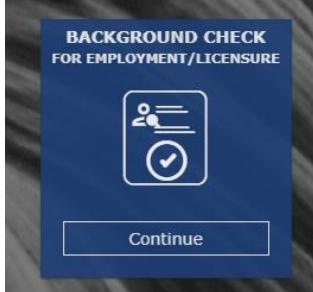
IN STATE APPLICANTS

Applicants must create an account on the portal by navigating to psp.azdps.gov

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



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.

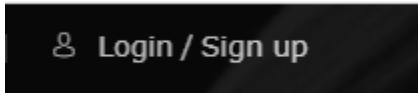
Once the background check is submitted, you will receive instructions in the message center for the next steps on fingerprinting. Fingerprints are done electronically through our vendor, Fieldprint.

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

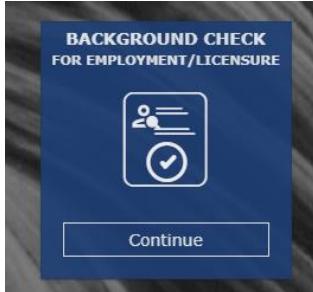
OUT OF STATE APPLICANTS

Applicants must create an account on the portal by navigating to psp.azdps.gov

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



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 leave blank

Section 23. provide the **application number** you received from the AZDPS portal.

APPLICANT <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK			FBI	LEAVE BLANK	
		X	LAST NAME 11AM	FIRST NAME 11AM	MIDDLE NAME 11AM		X	
FD-258 (REV 12-10-07)			7					
SIGNATURE OF PERSON FINGERPRINTED		1	ALIASES AKA	8	O R I	9		
RESIDENCE OF PERSON FINGERPRINTED		2	CITIZENSHIP CTZ	11	SEX	12	DATE OF BIRTH Month Day Year	10
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS	3 4	YOUR NO. OCA	19	RACE	13	PLACE OF BIRTH POB	18
EMPLOYER AND ADDRESS		5	FBI NO. FBI	20	HGT	14		
REASON FINGERPRINTED		6	ARMED FORCES NO. MNLU	21	WT	15	EYES	16
			SOCIAL SECURITY NO. SOC	22	HAIR	17		
			MISCELLANEOUS NO. MNLU	23	CLASS	LEAVE BLANK		
					REF	X		

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