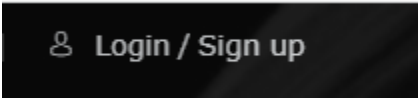


Background Check Procedures and Instructions

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.



Login / Sign up

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.

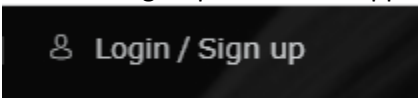
Once the background check is submitted, you will receive instructions in the message center for the next steps on fingerprinting. Fingerprints are done electronically through our vendor, Fieldprint.

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

OUT OF STATE APPLICANTS

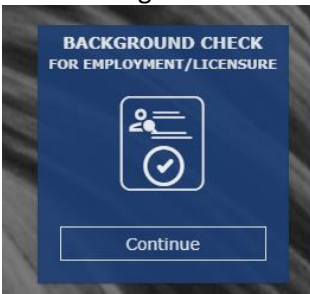
Applicants must create an account on the portal by navigating to psp.azdps.gov

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



Login / Sign up

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 X		TYPE OR PRINT ALL INFORMATION IN BLACK										FBI		LEAVE BLANK X			
FD-258 (REV 12-10-07)				LAST NAME NAM	FIRST NAME			MIDDLE NAME											
SIGNATURE OF PERSON FINGERPRINTED		1		ALIASES AKA		8		OR I		9									
RESIDENCE OF PERSON FINGERPRINTED		2												DATE OF BIRTH Month Day Year		DOB Year 10			
DATE		3		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		4		CITIZENSHIP CTZ		11		SEX	HAIR	HGT	WGT	EYES	HAIR	PLACE OF BIRTH POB	
EMPLOYER AND ADDRESS		5						YOUR NO. OCA		19		12	13	14	15	16	17	18	
REASON FINGERPRINTED		6						FBI NO. FBI		20								LEAVE BLANK X	
								ARMED FORCES NO. MIU		21								LEAVE BLANK X	
								SOCIAL SECURITY NO. SOC		22								CLASS _____	
								MISCELLANEOUS NO. MIU		23								REF _____	

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**