

ELECTRONIC FINGERPRINT CRIMINAL CLEARANCE CARD INSTRUCTIONS

EFAS provides applicants a convenient way of applying for a fingerprint clearance card online. Electronic submission of the applications will dramatically reduce the time necessary to process and issue cards. Teachers, real estate agents and foster parents, just to name a few, will be able to apply for licenses or go to work sooner due to the quicker turn-around times EFAS will create. Currently, the process for an ink fingerprint clearance card can take up to four weeks or longer to complete. With the EFAS processing method, the applicant will potentially cut away three to four weeks of processing. For applicants with no criminal history, you could have a clearance card in-hand in just a couple days. If an applicant has a criminal background the process may take a bit longer.

Your total for fingerprints and application is \$67 + \$8.25

To apply for a fingerprint clearance card on-line visit

<https://www.azdps.gov/services/public/fingerprint>

1. Click the tab that says "Apply for a Card"
2. Click "Apply for a fingerprint clearance card" this will open up another tab in your browser
3. Click on Continue on Fingerprint Clearance Card
4. The Action you need to take is: Apply for a card for myself then click continue
5. Create an "Individual" account or log in if you already have an account with DPS
6. Verify your account after it has been created
7. The system will have you repeat steps 1-3 after you have created a new account
8. Answer the questions - you do **NOT** need an IVP Clearance Card
9. Select why you are applying for the card - Under Additional Sponsors select AZ Department of Real Estate - Licensure ARS § 32-2108.01
10. Fill in your personal information
11. Select your fingerprinting preference and sign (electronically)
12. Review that your information is correct and click "Continue to My Order"
13. Pay the fingerprinting fee of \$67
14. After payment log back into your account and look at your messages. There will be a message about scheduling to get your fingerprints through Field Print.
15. Go through the process of creating a Field Print Account. It will ask for a confirmation number that will be in your DPS messages on your DPS account.
16. Schedule a time and location to have your fingerprints livescanned through your Field Print account. The charge is usually \$8.25 for the service which you'll pay at whatever location you schedule at.