

Human Resources

Electronic Fingerprinting Process

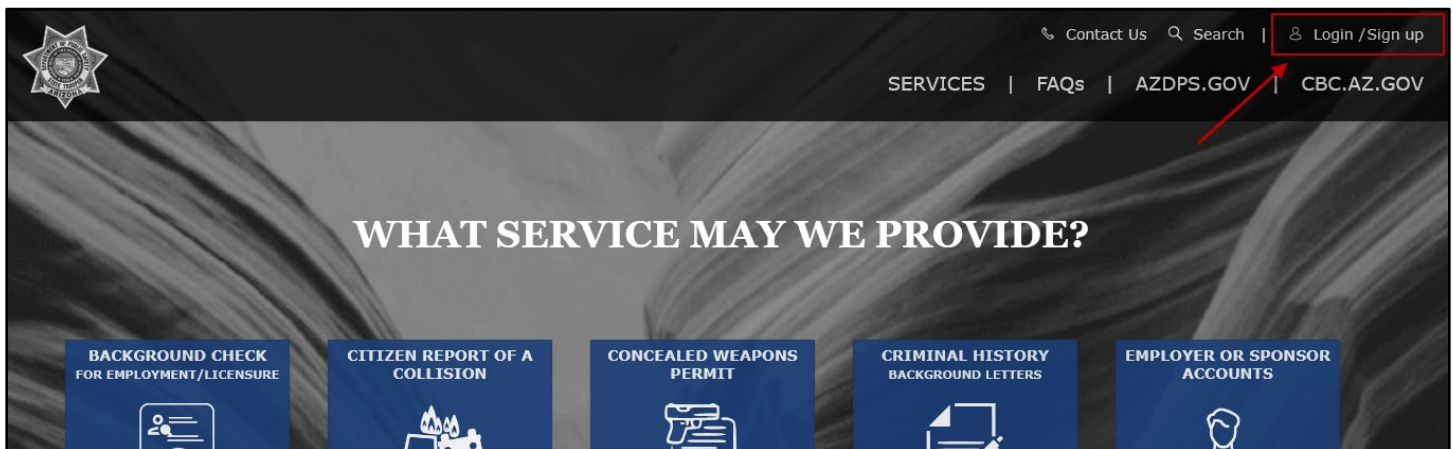
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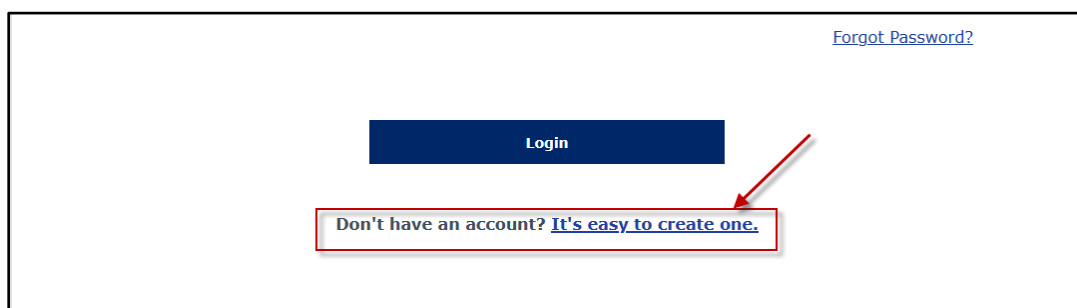
Step 1: Create Account through Arizona Department of Public Service (DPS)

You must first set up a user account through DPS, please follow the steps below:

1. Navigate to the DPS Public Service portal: <https://psp.azdps.gov/>
2. Click on **Login/Sign Up** in the top right corner of the webpage.
 - a. If you already have a DPS portal account, skip ahead to **step 5**.



3. Once you are on the login page, beneath the Login button, you will see: **“Don’t have an account? It’s easy to create one.”** Click on the hyperlinked text “It’s easy to create one”.



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4. The next page will ask you what type of account you are creating. Click on the tile that states **Background Check for Employment/Licensure**.

WHAT TYPE OF ACCOUNT ARE YOU CREATING?

If you have previously signed up for an individual account, please log in to access all of the services below. You do NOT need to create a new individual account.

BACKGROUND CHECK FOR EMPLOYMENT/LICENSURE  Continue	FINGERPRINT CLEARANCE CARD  Continue	IMPOUND RELEASE REQUEST  Continue	RECORDS REQUEST  Continue	SECURITY GUARD OR PI LICENSE  Continue
STUDENT TRANSPORTATION  Continue				

5. You will then be asked **Are you an individual, school, employer, or state licensing agency and will be conducting a fingerprint-based background check for employment or licensure?** Select YES.

Are you an individual, school, employer, or state licensing agency and will be conducting a fingerprint-based background check for employment or licensure?



Yes	No
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6. The next screen asks **Which best describes you?** Select **Individual**.

Which Best Describes You?



Individual
(Nursing applicant, employee, etc)



Agency
(School, Employer, LE, State Licensing Agency, etc)

7. Enter all required information to create your account. Click on the **Continue** button at the bottom of the screen when completed.


Profile Information


Address


Security Questions


Create Account

Creating Your Account

*Indicates required field.

Legal First Name *

Confirm Legal First Name *

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- Once you have created your account, you will receive an email verification link. Log in to your email account and click the verification link in the email.

✓

✓

✓

✓

Profile Information

Address

Security Questions

Create Account

Verify Your Email

Your account has been created, but it needs to be verified. Check your email and click the confirmation link to verify your account. If you did not receive the email, check your spam, junk, or trash folder.

[I did not receive the email. Please send it again.](#)

- After you have verified your email, return to the login page and log in to your account.
- The next page will ask you what service may they provide. Click on the tile that states **Background Check for Employment/Licensure**.

WHAT SERVICE MAY WE PROVIDE?

BACKGROUND CHECK
FOR EMPLOYMENT/LICENSURE

Continue

CITIZEN REPORT OF A
COLLISION

Continue

CONCEALED WEAPONS
PERMIT

Continue

CRIMINAL HISTORY
BACKGROUND LETTERS

Continue

FINGERPRINT
CLEARANCE CARD

Continue

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11. Next, you will be asked for a **Purpose Code**. The code you need to enter is: **ssp-190.a**

Purpose Code

- If you need a DPS fingerprint criminal history check, enter the purpose code provided by your licensing agency or employer here. If you do not know the purpose code, contact your licensing agency or employer to obtain that information.
- If you need a fingerprint clearance card, return to the services page and select the FINGERPRINT CLEARANCE CARD tile.
- If you need a DES centralized background check, please visit <https://cbc.az.gov> or contact DES.

Enter the Purpose Code (Given by your employer/agency) *

12. For the remaining questions, please provide complete and accurate responses.

13. After digitally signing the request, review the document and click **Continue to My Order**.

Signature

Fingerprinting

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

Applicant Signature

☐

I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.*

Signature *

Type your full legal name as your signature.

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14. On the next page, you will review your order. Click **Request Employer/Agency Pay**. **NAU covers the cost of this service for employees.** Personal credit card payments will not be reimbursed. Please ensure correct selection in this question to avoid unnecessary out-of-pocket expenses.

My Order
Once your request is completed you will receive an invoice with the fees for any pending items.
Per Arizona Revised Statutes all fees are nonrefundable.

Background Check for Employment/Licensure

Item ↓	Fee ↑	
Background Check Application	\$22.00	
Credit Card Fee	\$0.44	Save for Later Delete
Total	\$22.44	

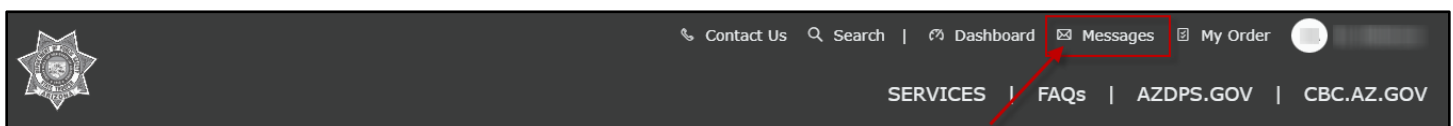
[Submit & Pay](#) [Request Employer/Agency Pay](#)

15. Please allow 1-2 business days for payment to be confirmed in the DPS portal.

**After completing these steps, you will be added to NAU's list for payment review. Please allow NAU 1-2 business days to confirm payment in the DPS portal. After we confirm your payment, you will receive an email from do_not_reply_psp@azdps.gov indicating you need to log back in to your portal.

Step 2: Create Fieldprint Account & Schedule Your Fingerprinting Appointment

1. Navigate to the DPS portal at <https://psp.azdps.gov/>. Log in to your account and then click on **Messages** in the top toolbar.



- You will have a message that will contain instructions about how to schedule an appointment near you with our electronic fingerprint vendor, Fieldprint.
- The email will also contain your unique **reference number**, which you will need to have with you to book your appointment with Fieldprint.
- Review the message and click on the link in the message to request an appointment with Fieldprint.

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- d. After you click on the link in the message, you will need to **create an account** with Fieldprint. Enter the requested demographic information required by DPS and the FBI.

Reference : [REDACTED]

Your application has been submitted. Your **Reference/Application Number** is [REDACTED]. Please keep this number as you will need it for fingerprinting.

You have the option to submit fingerprints in two ways.

1. Electronic Fingerprinting - Fingerprints will be submitted to DPS from the electronic fingerprinting vendor, Fieldprint, Inc. **You must first register and pay for the fingerprinting services with Fieldprint, Inc. before proceeding to a fingerprint site.**

After you register with Fieldprint, Inc., you will be given a Fieldprint, Inc. Registration ID to take to the Fieldprint, Inc. fingerprint site.

Register at this site first: <https://arizona.fieldprint.com> ←

2. Paper Fingerprinting - Fingerprints will be submitted to DPS on a paper fingerprint card.

You cannot be fingerprinted by DPS; however, you can go to a local police department, sheriff's office or local fingerprinting services to be printed. They may charge an additional fee for fingerprinting services. **Please follow your agency's identity verification**

2. Once you are on the Fieldprint website, either **sign up** for a new account if you are a **new user**, or **log in to your existing account** if you are a **returning user**.

Welcome to Fieldprint®

Sign Up For new users, please select "Sign Up" below to schedule a Fieldprint appointment. Sign Up	Returning User Login For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment. Log In
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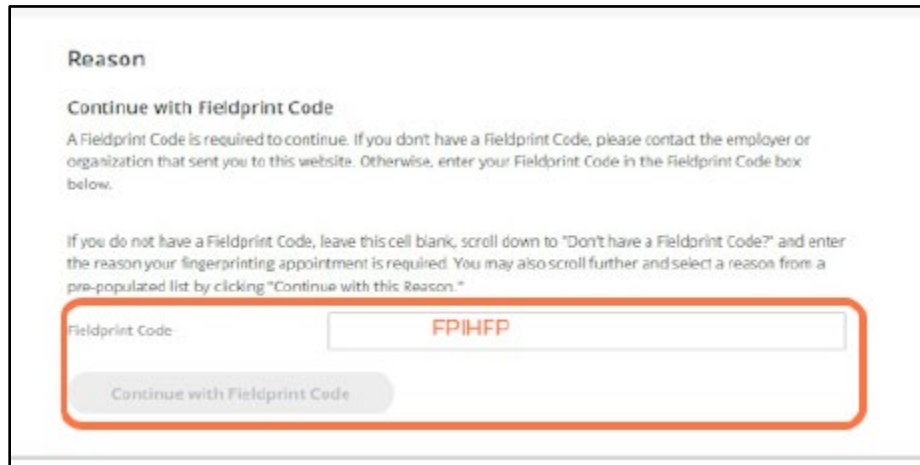
This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

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If you would like to be fingerprinted at the **NAU HR Office in Flagstaff**, proceed to **Step 3**. If you would like to be fingerprinted at a **different location**, proceed to **Step 4**.

3. To register to be fingerprinted at the **NAU HR Office in Flagstaff**, you will need to enter a Fieldprint code.

a. The code is **FPIHFP**.



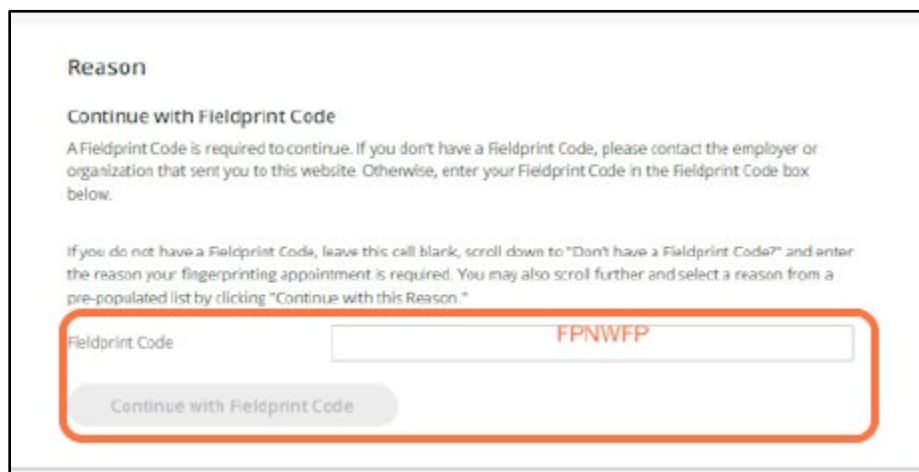
The screenshot shows a web form titled "Reason" with a sub-header "Continue with Fieldprint Code". The text explains that a Fieldprint Code is required to continue and provides instructions on where to enter it. Below the text is a text input field labeled "Fieldprint Code" containing the code "FPIHFP". A button labeled "Continue with Fieldprint Code" is positioned below the input field. The entire input area is highlighted with an orange border.

b. You will be asked for a **reference number**, enter the number you received in your DPS portal message.

c. Skip to **Step 5**.

4. To book an appointment **anywhere else**, you will need to enter a different Fieldprint code.

a. The code is **FPNWFP**.



The screenshot shows a web form titled "Reason" with a sub-header "Continue with Fieldprint Code". The text explains that a Fieldprint Code is required to continue and provides instructions on where to enter it. Below the text is a text input field labeled "Fieldprint Code" containing the code "FPNWFP". A button labeled "Continue with Fieldprint Code" is positioned below the input field. The entire input area is highlighted with an orange border.

b. Select a location convenient to you and book an appointment.

c. You will receive an email confirmation with your appointment details.

d. Proceed to **Step 5**.

5. Enter all requested information in the **Data Collection** section.

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Data Collection

- ☐ Arizona Demographics
- ☐ Personal Information
- ☐ Demographics
- ☐ Employer
- ☐ Additional Information

Authorization

- ☐ Biometric Disclosure
- ☐ FBI Noncriminal Justice Applicant's Privacy Rights
- ☐ FBI Privacy Statement and Privacy Notice

Confirmation

Arizona Demographics

NOTICE: Please ensure your information is consistent with your AZ DPS application. Inconsistencies could delay the submission of your prints.

★ — Required Fields

Reference Number*

See email from DPS for your Reference Number

Last Name*

Date Of Birth*

Month Day Year

- On the **Employer page** in the Data Collection section, answer **NO** to the question asking “Is there employer information you would like to provide?” There will be a blank page after this question that you can click through.
- Complete the rest of the registration information steps.
- When you are done, the screen will display a QR code.

(NAME), your appointment is confirmed.

Please review your appointment details below.

Location: Northern Arizona University
411 South Beaver Street
Flagstaff, AZ 86011
Appointment Number: 21755395

Please save this email and present this QR code at your appointment. The Fieldprint site technician will scan your code to easily locate your unique appointment information.

If you are unable to provide this QR code, please provide your appointment number to the technician at the time of your appointment.

Reschedule or Cancel Appointment

Once an appointment has been made, you may not make a change or cancel less than 24 hours before the scheduled appointment time without incurring a charge.

To reschedule or cancel your appointment, please click the button below.

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9. Once you receive the email confirmation from Fieldprint, and you want to be fingerprinted at the **NAU HR Office in Flagstaff**, please book an appointment time at <https://waitwhile.com/locations/nauhumanresources2/r/welcome>.



Step 3: Attend Your Appointment

- You will be asked to show 2 forms of identification at your fingerprint appointment.
 - Follow the instructions detailed in your appointment confirmation email.
- After verifying your ID with these documents, your fingerprints will be collected electronically and the results will be securely submitted to NAU.
- You will receive an email confirming that your fingerprints have been collected after your appointment.
- *If you are being fingerprinted at the **NAU HR Flagstaff location**, you may also complete your I-9 verification at the same time as your fingerprinting appointment.*