

## Finger Print Clearance Card/ Background Check Information

<p><b>What type of fingerprinting do you need?</b></p> <p><b><i>Fingerprint Clearance Cards (FCC)</i></b></p> <ul style="list-style-type: none"> <li>- Teachers, tutors, substitute teacher, instructional assistants, counselor's, and volunteers (only if working with students)</li> </ul> <p><b><i>Background Checks (No FCC Required)</i></b></p> <ul style="list-style-type: none"> <li>- Counselors, student teachers, non-class assistants office staff, secretaries , and volunteers</li> </ul>	<p><b>What are the requirements?</b></p> <p>Must have one of the following (valid):</p> <ul style="list-style-type: none"> <li>- Drivers License</li> <li>- Government Issued ID</li> <li>- Passport</li> </ul> <hr/> <p><b>What are the fees?</b></p> <p>Fees will vary depending on location.</p> <p>Fingerprint Clearance Card:</p> <ul style="list-style-type: none"> <li>- Volunteers \$65</li> <li>- All Other \$69</li> </ul> <p>Background Checks: \$24, volunteers \$20</p>		
<p style="text-align: center;"><b>How does one obtain?</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><b><i>FCC</i></b></p> <ol style="list-style-type: none"> <li>1. Receive a packet from HR</li> </ol> <p style="padding-left: 40px;">Packet should include:</p> <ul style="list-style-type: none"> <li>- Blank applicant fingerprint card</li> <li>- Application for a fingerprint clearance card</li> <li>- Instructions for the return of the packet</li> </ul> <ol style="list-style-type: none"> <li>2. Have a cashier's check or money order payable to: AZ Department of Public Safety</li> <li>3. Complete forms and mail to: <ul style="list-style-type: none"> <li>Arizona Department of Safety</li> <li>PO Box 18390</li> <li>Phoenix, Az 85005-9862</li> </ul> </li> <li>4. Allow 5– 8 weeks, for fingerprint clearance card to arrive</li> <li>5. Bring card to HR.</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><b><i>Background Check</i></b></p> <ol style="list-style-type: none"> <li>1. Receive a packet from HR</li> </ol> <p style="padding-left: 40px;">Packet should include:</p> <ul style="list-style-type: none"> <li>- Blank applicant fingerprint card</li> </ul> <ol style="list-style-type: none"> <li>2. Have a cashier's check or money order payable to: AZ Department of Public Safety.</li> <li>3. Go to any of the following locations listed on the next page.</li> <li>4. Return card and money order to HR.</li> </ol> </td> </tr> </table>		<p style="text-align: center;"><b><i>FCC</i></b></p> <ol style="list-style-type: none"> <li>1. Receive a packet from HR</li> </ol> <p style="padding-left: 40px;">Packet should include:</p> <ul style="list-style-type: none"> <li>- Blank applicant fingerprint card</li> <li>- Application for a fingerprint clearance card</li> <li>- Instructions for the return of the packet</li> </ul> <ol style="list-style-type: none"> <li>2. Have a cashier's check or money order payable to: AZ Department of Public Safety</li> <li>3. Complete forms and mail to: <ul style="list-style-type: none"> <li>Arizona Department of Safety</li> <li>PO Box 18390</li> <li>Phoenix, Az 85005-9862</li> </ul> </li> <li>4. Allow 5– 8 weeks, for fingerprint clearance card to arrive</li> <li>5. Bring card to HR.</li> </ol>	<p style="text-align: center;"><b><i>Background Check</i></b></p> <ol style="list-style-type: none"> <li>1. Receive a packet from HR</li> </ol> <p style="padding-left: 40px;">Packet should include:</p> <ul style="list-style-type: none"> <li>- Blank applicant fingerprint card</li> </ul> <ol style="list-style-type: none"> <li>2. Have a cashier's check or money order payable to: AZ Department of Public Safety.</li> <li>3. Go to any of the following locations listed on the next page.</li> <li>4. Return card and money order to HR.</li> </ol>
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## Locations

### **Arizona Department of Safety**

2320 N. 20th Ave Phoenix, Az 85009

M-F 8am– 5pm (602) 223-2279

Make Checks & Money Orders payable to:

AZ Department of Public Safety

### **BT Fingerprinting**

5838 W Olive Ave Ste. C-105, #282

Glendale, Az 85302 (602) 463-0275

Tuesday, Wednesday, & Friday Noon-6pm

Call for appointments

### **Chandler Police Department**

250 E. Chicago

Chandler, Az (480) 782-4000

Tuesdays 5pm– 7pm

Thursdays 11am– 1 pm

### **Community Wellness & Safety of Arizona**

522 N. Gilbert Rd. Suite 104

Gilbert, Az 85234

M-F 8am– 5pm (480) 892-4295

8400 S. Kyrene Suite 116

Tempe, Az 85284

M-F 8am– 5pm (480) 222-5722

4730 E. Indian School Rd. Suite 124

Phoenix, Az 85018

M-F 8am– 5pm (602) 954-4547

### **Phoenix Police Department**

1717 E. Grant St. Suite 100

Phoenix, Az (602) 534-1127

M-F 7:30am– 4pm

3rd Wednesday of each month 7:30am– 3pm