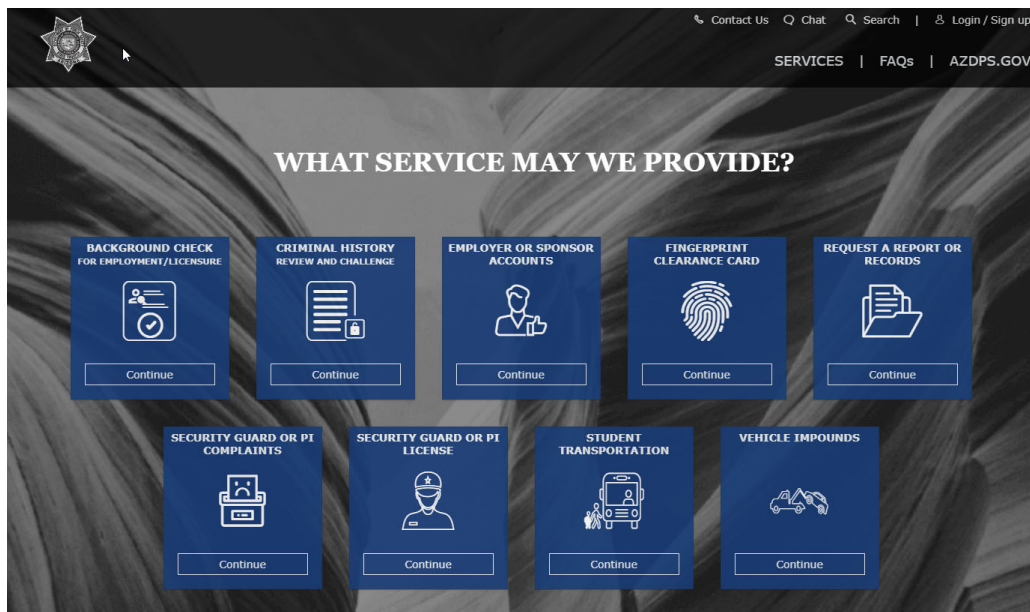1. Navigate to the Arizona Department of Public Safety Public Services Portal. https://psp.azdps.gov/
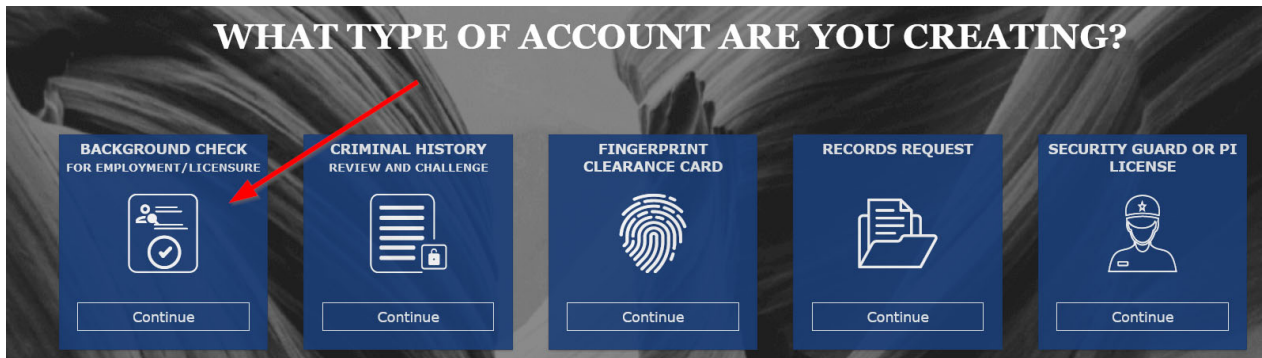

2. Click the blue button on the left-hand side that says "Background Check for Employment/Licensure"
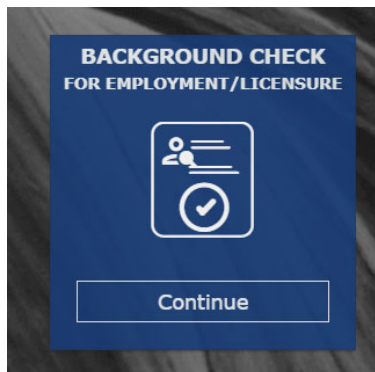
3. Scroll to the bottom of the page and select "Don't have an account? It's easy to create one" and follow the instructions to create your account.
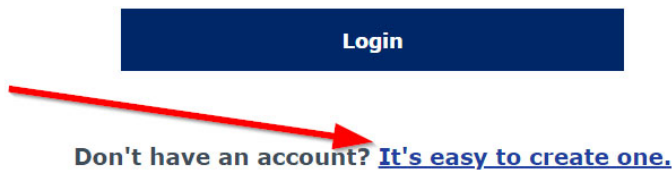
4. Click the blue button on the left-hand side that says "Background Check for Employment/Licensure" again.

5. On the following page, 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?

6. On the following page select "Individual"

Which Best Describes You?

Individual
(Nursing applicant, employee, etc)

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

7. Complete all required fields to create your account. Once you complete the account creation you will need to confirm the account via an email sent to you at the email address you entered. Create security questions and click on the create account button.

User will receive an email with the Verify Email notice.

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.
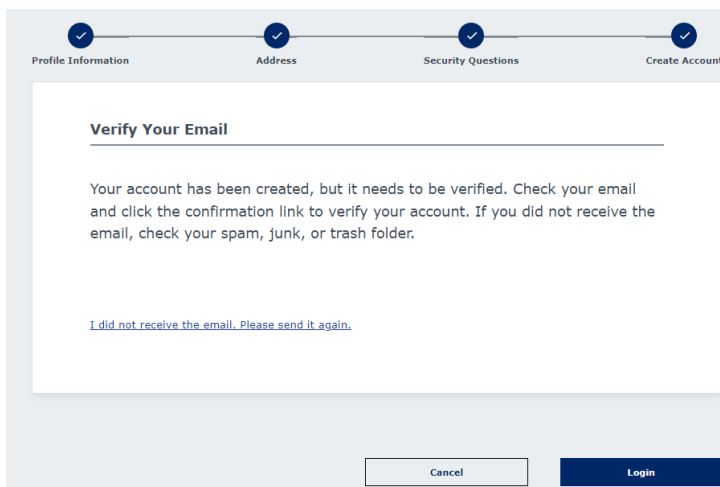
8. Email Confirmation Example:

From: do_not_reply_psp@azdps.gov <do_not_reply_psp@azdps.gov>
Sent: Friday, July 7, 2023 2:50 PM
To: [redacted]
Subject: Your Requested AZ DPS One-Time Passcode

Caution: This email originated outside of the organization. Do not open any attachments or click on links unless you recognize the sender and know the content is safe.

_____ is your one-time passcode. You should use this code to log into the AZ DPS Public Services Portal.

Thank you
AZ DPS Team

9. Once you have confirmed the account, login into the newly created account.

Login   *Indicates required field.

Login to access your AZDPS account.

Email Address *
_____

Password *
_____   👁

                                                Forgot Password?

                        Login

Don't have an account? **It's easy to create one.**

10. Verify account, choose text or email and once code is received enter into the site.

For Your Protection   *Indicates required field.

For security, we need to verify your identity. Below are the email addresses and phone numbers you have listed with us.

Choose how you want to receive your temporary One-Time Passcode (OTP)*

⦿ Text   xxx-xxx-____
◯ Email _____

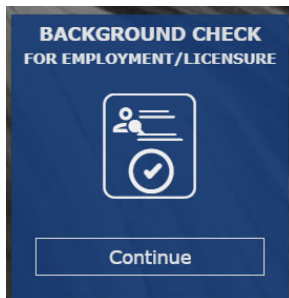   **Cancel**   **Send OTP**

11. The system will redirect you to the Background Check main screen to reenter to background check program.
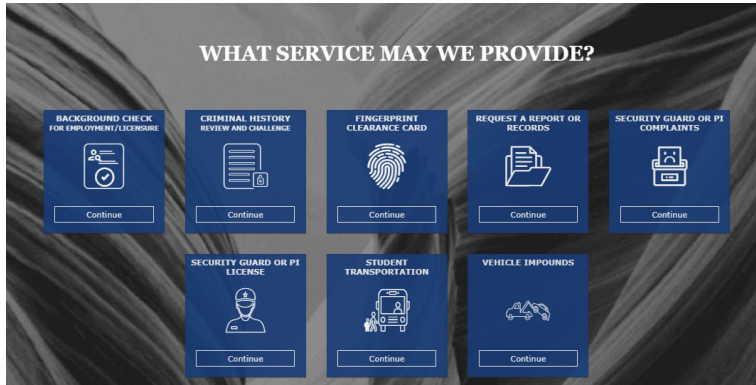
12. If you encounter issues with this process, please use the "Chat with us" button on the bottom right to chat with DPS.
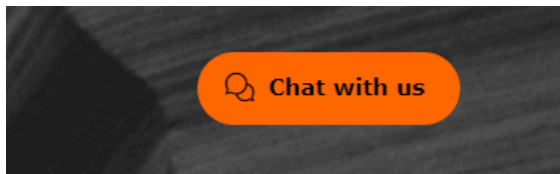
13. Once you are logged in, click the blue button on the left-hand side that says "Background Check for Employment/Licensure"

14. Enter in the appropriate fingerprint code.

Fingerprint Code

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

Fingerprint Code is required

    a.   Bail Bond and Bail Recovery Agent applicants - **BRA-056.A**

    b.   Navigator Applicants- **NDI-053.A**

    c.   Certified Application Counselor Applicants- **DIC-054.A**

    d.   All other insurance professional applicants - **INS-055.A**

15. Agree to the Privacy Statement and continue.

Privacy Act Statement

16. If "Applicant" is an available choice, select that, if not, select "Employee" and continue.

Agency Information

Agency Name *

AZ DEPT OF INSURANCE

Agency Type *

Applicant

Are you a full time employee or a volunteer? *

○ Employee   ○ Volunteer

17. Complete the Applicant Information and continue.

Applicant Information

18. Complete the electronic signature and fingerprinting preference fields and continue.

Signature

Fingerprinting Preference

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

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

Fingerprint Method*

◉ The applicant is or will be physically present in Arizona for fingerprinting

○ The applicant is not physically present in Arizona for fingerprinting

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.

19. Review all information and if it is correct, select "Continue to my Order".

Review Background Check for Employment/Licensing Application

Continue to My Order
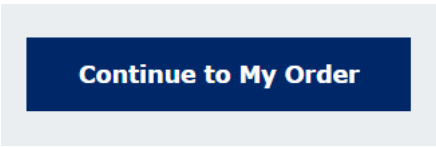
20. Submit and Pay for the FBI/DPS fingerprint processing fee.

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	Save for Later	Delete
Credit Card Fee	$0.44		
Total	**$22.44**		

Submit & Pay

✓ I'm not a robot — reCAPTCHA — Privacy · Terms

21. Complete Order Acknowledgement.

Order Acknowledgement

☑ I understand that after I pay, I will need to log back into the Public Services Portal and go to my Message Center for further instructions and important information regarding my submission.

☑ I understand that per Arizona Revised Statutes, all fees are nonrefundable.

☑ I understand all communication regarding my background check will be directed to the employer/licensing agency - DPS is not authorized by law to share any background information with the applicant.

Cancel

Continue to Pay

22. You will be redirected to the payment information page.   Enter credit card information and submit.

Payment Information

CHECKOUT - PAYMENT INFORMATION

*First Name

*Last Name

*Billing Address

Billing Address 2

*City

*State
---Click to Select---

*Zip

* Email

*Phone Number

DISCOVER MasterCard VISA

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number

*Expiration Date
Month   Year

*CVV/CSV

Clear   Cancel

Continue

23. You will be redirected to confirm the payment information.   Click on Authorize button.

24. Confirmation receipt screen will appear. Click on Download receipt button and Print copy for records with the required authorization #.   Then click on Continue button.

Receipt

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.
Your authorization number is
Please reference this number in any correspondence regarding your transaction. Get the Adobe Acrobat Reader

Download receipt

Continue

BILLING INFORMATION

25. After you make payment, you will receive a "Reference Number" from DPS. Please make sure you retain this reference number. **This number will begin with the letter A and follow with numeric digits.** It will also be at the bottom of your receipt.

26. After you receive the Reference Number, you will then navigate to https://fieldprintarizona.com and click on the 'Schedule Appointment' button.
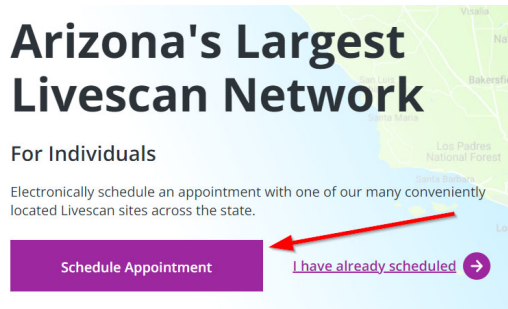
27. If you have already created an account on the Fieldprint site, log in. If not, select "Sign Up"
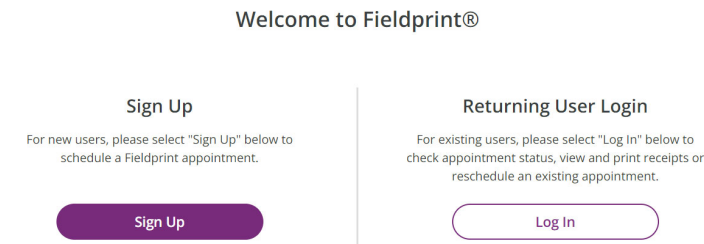
28. Once you have created an account and logged in, scroll down to the "Don't have a 'Fingerprint Code' section, Applicant Processing and select 'Continue with this Reason'
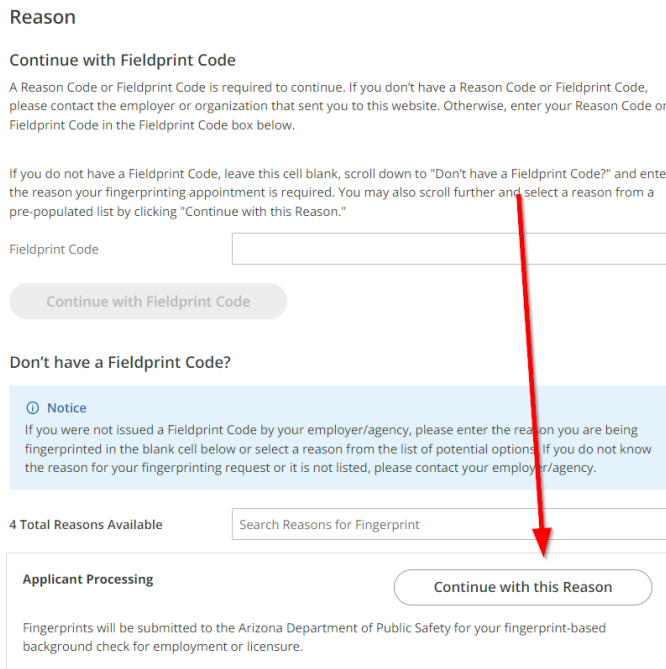
29. Enter in the Reference Number you obtained from DPS in the Reference Number Field, enter in your last name and date of birth and select continue.

30. After validating info above, enter your personal info/demographic info, create your appointment, pay the Fieldprint fee only and applicant will receive their confirmation of the appointment.