



Fingerprint information for all interns and student teachers!

On April 29, 2008, the governor signed into law House Bill #2566. This new law affects all interns and student teachers immediately! It is now a law that you **must** possess a fingerprint clearance card in order to be placed in a public school for an internship or student teaching. It is imperative that all students complete the process for their fingerprint clearance immediately. This process can take 6-10 weeks. Any delay will make it difficult for students to complete the required number of clock hours.

Students are not allowed to begin their internship or student teaching without a fingerprint clearance card on file in PFE and in their possession. No clock hours will be waived if you did not proceed in a timely manner!

Fingerprint application packets can be obtained in one of the following ways:

1. Contact the Department of Public Safety (DPS), 602-223-2279, or e-mail fingerprint@azdps.gov, and request the **IVP Teacher Certification Application** for fingerprint clearance. *Please Note: It may take up to 3 weeks to receive your application packet in the mail.*

2. Pick up an **IVP Teacher Certification Application** packet in-person, Monday thru Friday, 8:00am-5:00pm at the following address:

Department of Public Safety (application packet only; they do not roll fingerprints)
2102 W. Encanto Blvd
Phoenix AZ 85005

3. Visit one of the following Community Wellness Program fingerprinting locations. They have the **IVP Teacher Certification Application** packets. Be sure to take a valid Driver's License or picture ID with you, and call in advance to verify times/cost of having your fingerprints rolled.

Community Wellness Program – Gilbert Location
522 N. Gilbert Rd., Suite 104 (on Gilbert Road, North of Elliot Road)
(480) 892-4295

Community Wellness Program – Tempe Location
8400 S. Kyrene Road, #122 (on Kyrene Road, North of Warner Road)
(480) 222-5722

Effective July 1, 2008 the application fee is \$51.00. All fees are non-refundable. Payment **MUST** be in the form of a cashier's check or money order payable to the ARIZONA DEPARTMENT OF PUBLIC SAFETY. **DPS WILL NOT ACCEPT PERSONAL CHECKS OR CASH!**

There is an additional fee to have your fingerprints rolled.

FINGERPRINTING LOCATIONS

Information subject to change - - Call and verify times/cost with the office before you go.

<u>Department</u>	<u>Days</u>	<u>Time</u>	<u>Cost</u>
<u>COMMUNITY WELLNESS PROGRAM *</u> 522 N. Gilbert Rd., Suite 104 (Gilbert) On Gilbert Road, North of Elliot Road 480-892-4295	Monday - Friday	8:00 AM - 5:00 PM	\$14.00
<u>COMMUNITY WELLNESS PROGRAM *</u> 8400 S. Kyrene Road #122 (Tempe) On Kyrene Road, North of Warner Road 480-222-5722	Monday, Wednesday & Friday	8:00 AM - 5:00 PM	\$14.00
<u>CHANDLER POLICE RECORDS UNIT</u> 250 E. Chicago (Chandler) 480-782-4002 This location only rolls fingerprints - - they do not have the application packets.	Tuesday Thursday	5:00 PM - 7:00 PM 11:00 AM - 1:00 PM	\$10.00
<u>MARICOPA COUNTY SHERIFF'S OFFICE</u> 201 W. Jefferson St. (Phoenix) 602-876-1070 This location only rolls fingerprints - - they do not have the application packets.	Monday, Tuesday & Thursday	9:00 AM - 2:00 PM	\$8.00 Cash only!
<u>PREFERRED INFORMATION SERVICES</u> 54 S. Center St. (Mesa) On Center Street, South of Main Street 480-835-6676 This location only rolls fingerprints - - they do not have the application packets.	Monday – Friday	8:30 AM – 4:30 PM	\$10.00 Cash only!
<u>SCOTTSDALE POLICE RECORDS UNIT</u> 9065 E. Via Linda (Scottsdale) SW Corner of Via Linda and 91st Street 480-312-5225 This location only rolls fingerprints - - they do not have the application packets.	Wednesday Thursday Saturday	6:30 PM - 7:30 PM 11:30 AM - 2:00 PM 10:00 AM - 12:30 PM	\$10.00

*** The Community Wellness Program locations listed above have the IVP Teacher Certification Application packets and also roll fingerprints.** The other locations listed above do not have the application packets. They only roll fingerprints. You must get the fingerprint packet from the Department of Public Safety.