1. Please use this link: https://psp.azdps.gov/ to apply for your fingerprint clearance card.
    a. If you are applying for the first time, please make sure you are creating an account.
    b. If you have had a card in the past and are applying because it is expiring, please go through a renewal process.
    c. If your card has expired and you haven't renewed in time, you might have to go through applying for a new card as if you are new.
2. Once you have created your account, please login. (If you already have an account, please login.)
    a. If you are renewing your card, it may ask you to update your password if you haven't logged in for a while.
3. If you are applying for a new card, please ensure you are applying for a Non-IVP card and the reason for the card is DES/DDD - Home and Community Based Services.
4. It will then prompt you for some personal information and ask you some questions.
5. Once that has been completed, it will ask you to pay for your fingerprint card application. Once that has been processed, it will send you a message to your dashboard.
6. The message on your dashboard is going to have your application number, which usually starts with a P followed by some numbers.
7. Once you have received that message please then proceed to go to the following link: https://arizona.fieldprint.com/ which will be to schedule your appointment for your fingerprints.
8. You will have to create a separate account for Arizona Fieldprint.
9. Once that is completed you will be prompted to fill out some information.
10. It may also ask for employer information, which you may choose to skip. If you would like to fill it out, please reach out to your local Pathways office for details.

11. Towards the end, it will ask where you would like to schedule your fingerprinting appointment. You can choose a location close to your home. You can also choose a time that works for you based off when they are open.
12. Once you have made that election then it will ask you to pay to schedule your appointment.
13. Once you have completed your payment you will receive a receipt with the address and details of your appointment.

Once you have completed the fingerprinting appointment you will have to await the results. You should receive a confirmation email within 2 weeks of when your card has been approved and is on its way. If you have any additional questions, please reach out to your local Pathways office. Thank you!