**Level One Fingerprint Application Instructions**

To apply for a fingerprint clearance card on-line, new providers can visit the Fieldprint® website at <http://fieldprintarizona.com/>, and begin the process by :

1. Opening an account online
2. Completing the electronic application and
3. Scheduling an appointment to have your fingerprints electronically “live scanned” at participating vendors state-wide.
4. Forward your confirmation email to Rebeca@milestoneAZ.com

\*A fee of $7.95 is charged for the use of EFAS in addition to existing fingerprint clearance card application fees ($67 – Paid Employees)**TOTAL for prints and card is $74.95**

**\* Your credit card will be charged upon completion of your online application.**

**Rescheduling**

**Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.**

**If you decide to reschedule your appointment in the future, please return to arizona.fieldprint.com, sign in as an existing user, and click on the red Reschedule link to make a new appointment. .**

**What identification to bring?**

You must print your appointment confirmation (emailed to you) and take it with you to your appointment.

All documents must be unexpired.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

**Secondary ID**

* State-issued drivers license
* State-issued non-driver identity
* U.S. passport
* Military Identification Card
* Social Security Card
* Bank Statement/Paycheck Stub
* Utility bill
* Credit Card
* Marriage Certificate
* Vehicle Registration/Title
* State Government Issued Certificate of Birth
* School ID w/ Photograph
* Voter Registration Card
* Draft Record
* Native American Tribal Document
* Transportation Worker Identification Credential (TWIC Card)
* Foreign Passport
* Certificate of Citizenship
* Certificate of Naturalization
* INS I-551 Resident Alien Card
* INS I-688 Temporary Resident Identification Card

**IDENTIFICATION REQUIRED FOR FINGERPRINTING**

**Primary ID**

* State-issued drivers license
* State-issued non-driver identity
* U.S. passport
* Military Identification Card
* Work Visa w/ Photo
* Foreign Passport
* DOD Common Access Card
* Foreign Drivers License