

Fingerprint Clearance Procedure

ATTENTION: All AIA Officials

The AIA Executive Board, in their December 2012 meeting, voted to require all officials registering with the AIA to present a fingerprint card prior to the registration being accepted and before any assignments can be given to the official.

All officials registering for each season – NEW OR RENEWAL - will need to present a fingerprint card upon submitting their registration to the AIA.

The process for acquiring a fingerprint card is relatively simple:

1) First, you will need to get your fingerprints done. These can be done by various law enforcement agencies around the state, and will vary depending upon where you live. In the Phoenix Metro Area, Arizona LiveScan, 2432 West Peoria Ave., will do the fingerprinting at a reduced cost if you let them know you are an AIA Official. See Paula or Brian.

2) You will then need to get a form from DPS, fill it out, and attach your fingerprint document with it – AZ Livescan will provide that form if you use them for fingerprinting. If you secure the Fingerprint Form from DPS on your own, there are several boxes to select from, depending upon which card you are applying for. The proper box to check is the 7th box down in the second column of choices – the one indicating “Vendor” – ARS 15-512. Effective June 1, 2015 all applications sent to DPS must be IVP application.

3) The form must then be mailed to DPS. It takes about 4-6 weeks for the card to arrive once cleared. The DPS clearance is valid for 6 years.

Fingerprint clearance cards can also be done via Crimshield:

<https://mtc01.crimshield.com/csapp/registerCrimshieldClient.do?referringAgentId=105#pagetop%23pagetop#pagetop>

Crimshield's clearance is valid for 2 years.

Officials that currently hold a valid Fingerprint Card can present that card upon registration.