



Blue Ridge Unified School District #32
1200 West White Mountain Blvd.
Lakeside, AZ 85929
(928) 368-6126
FAX 928-368-5570
Website: www.brusd.org

Dr. Michael L. Wright
Superintendent of Schools

How to Become a Volunteer:

- Volunteers are ***required*** to complete the ***Application for Volunteer***. ***All unsupervised volunteers must be fingerprinted.***
Blank applications are available on our website, www.brusd.org under the Careers Tab. Please make sure you include an active email address and current phone number.
- Return the completed packet to the District office, attention Mary L. Ford, Director of HR.
- Field Print Arizona information attached for fingerprinting services.
- *Copy of Drivers License required.*
- Packet is complete, approved, District office will process the fingerprint and background check.
- When fingerprint and back ground information have been returned to the District by the Arizona Department of Public Safety, applicant will be notified via email by the Director of HR.

The Volunteer/Fingerprint clearance process takes 2-4 weeks for approval.

You cannot volunteer until you are approved so please plan accordingly.

Questions, please contact Mary L. Ford, Director of HR via email or telephone. mford@brusd.org or 928-368-6126 ext. 1101.



Blue Ridge Volunteer Packet

Dear Community Volunteer:

All of our community volunteers are required to complete the attached forms before being assigned to a volunteer position. It is important that each volunteer understands and agrees to our volunteer policies. If you have any questions about these policies, don't hesitate to call. **Volunteers do not need teaching experience.**

Volunteers are asked to complete an application packet and meet with the HR administrator. Once Human Resources has a completed and satisfactory background check, they will notify the volunteer to begin work. This process will take a minimum of three weeks.

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under Criminal History Summary Checks or by calling (304) 625-3878.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website at www.dps.gov

If you have any questions about our district or about volunteering, please call our office at (928) 368-6126 ext. 1101, Mary L. Ford, Director of HR. mford@brusd.org

Volunteers do not need teaching experience.

The Volunteer Application must be signed by a) \ administrator prior to processing.

VOLUNTEER SCREENING

In accordance with Arizona Revised Statute (A.R.S.) § 15-512, new volunteers who are not a parent or guardian of a child in the school where they will be working must be fingerprinted. Volunteers are required to complete an application, be fingerprinted and approved by HR before beginning work. Once Human Resources receives a completed and satisfactory background check, they will notify the volunteer to begin work. **This process can take a minimum of three weeks.**

SUPERVISION OF VOLUNTEERS

BR volunteers work under the direct supervision of the professional staff at each school and only with those teachers who have requested the services of the volunteer. It is the responsibility of the school principal, supervising teachers or volunteer coordinator to dismiss any volunteer whose actions are not in the best interest of the schools or our students.

DISCIPLINE

Students rarely have behavior problems while working with volunteers. However, it is important for you to know that our schools have detailed discipline plans and that the responsibility for discipline rests with the teacher. Volunteers may NOT discipline students. Make the teacher aware of any discipline problem that might arise when you are working with a student.

CONFIDENTIALITY

As a volunteer, you will learn a great deal about our programs and students. As you work with the staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships and confidences of students, their parents and the staff should never be discussed with anyone who does not have a professional right or need to know them. Volunteers enjoy sharing their experiences with friends and family. It is important to keep confidential matters within the school. Do not discuss the progress, test grades, behavior or problems of individual students. The school staff must be able to depend on you to keep this information confidential. It is also important that you not probe into the student's family life or private matters.

CHILD ABUSE REPORTING

All school district personnel are required by law (A.R.S. § 13-3620) to report suspected child abuse. Failure to report is a crime. This applies to all employees and volunteers when acting in the scope of their work. If abuse is suspected, contact a member of the school's child abuse reporting and education (CARE) team, which includes the school principal, nurse and counselor or psychologist. Ordinarily, a CARE team member will report the suspected abuse; however, if a CARE team member is unavailable, you must make the report by calling Child Protective Services (CPS), local law enforcement or both, depending on the circumstances. Child abuse must be reported immediately. Never delay a telephone report until the next day.

DISMISSAL OF STUDENTS

Volunteers may never dismiss a student from school. Children who need to leave school early must have permission from the school office. Under no circumstances may a volunteer take a student off campus. Volunteers may not walk or drive students home.

RESTROOMS

Staff restrooms are available for volunteers. We ask that volunteers not use student restrooms.

CONTACTING STUDENTS

As a school volunteer, you will meet many delightful students. We know that you will enjoy working with them. However, volunteers may not telephone students or visit them at their homes. Volunteers may not make arrangements to meet students off campus, nor may students be invited to the volunteer's home. (If you are interested in working with children outside of school hours, we invite you to contact the local Big Brothers, Big Sisters or Foster Grandparents organizations.)

DRESS CODE

Volunteers are adult role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention.

INSURANCE / WORKERS' COMPENSATION

The district does not carry health and accident insurance or Workers' Compensation for volunteers.

SCHOOL VOLUNTEER APPLICATION

Volunteer Instructions: Please bring in this volunteer application packet to the District Office for processing. We will notarize your application packet and process your fingerprints. A State issued ID will be required at the time of processing. We are located at 1200 White Mountain Blvd., Lakeside, AZ 85929. Please sign in front of a notary.

Processing Monday - Friday 9:00 a.m. to 4:00 p.m.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

Desired School: _____ Desired Teacher (if applicable): _____

Are you a parent or legal guardian of a child(ren) currently attending Blue Ridge School? Yes No

If yes, list names, grades and schools: _____

Have you ever volunteered in Blue Ridge Schools? Yes No If yes, when: _____

List days and times you prefer to volunteer: _____

Languages spoken fluently (other than English): _____

Please check the general area(s) where you would like to volunteer:

_____ Classroom (specify grade level _____)

_____ Health Office

_____ Special Programs (Music/Art)

_____ Library

_____ Other: _____

_____ Clerical

_____ Special Education

If you wish to work with students, what specifically would you like to do? Include your areas of interest, expertise, work or study experience. _____

Are you affiliated with a volunteer group or organization? Yes No

If yes, name the group/organization _____

Do you hold a valid Arizona Fingerprint Clearance Card? Yes No If yes, please submit a copy.

Fingerprinting may be required even if card is current.

To be signed by the District Office Administrator prior to the fingerprint process:

I have met with the above named person and request that they be fingerprinted to work as a volunteer at our school.

I understand that the volunteer may not work until "administrative approval" is received from Human Resources.

I understand that this process will take a minimum of three weeks.

Administrator Signature: _____

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Notice to Volunteer

This is to advise you that the Blue Ridge District may obtain a consumer report concerning you for purposes of evaluating your suitability as a school volunteer. Unless you are otherwise notified in writing, the District will limit its request for consumer information to criminal history.

This notice is provided pursuant to the federal Fair Credit Reporting Act, which gives you specific rights in dealing with consumer reporting agencies and users of consumer reports. You may request a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" from the District. This request should be in writing and sent to Human Resources, 1200 West White Mountain Blvd., Lakeside, AZ 85929

By signing below, I authorize the Blue Ridge School District to procure a consumer report in accordance with the above Notice to Volunteer.

Volunteer Policy Awareness

As a volunteer of Blue Ridge Schools, I understand and agree that I must comply with school district policies and regulations that govern my conduct while performing volunteer duties.

I have received a copy of the volunteer policies for Blue Ridge Schools. I acknowledge and agree to review and comply with the volunteer policies. If I have any questions regarding these or any other policies or regulations, I will contact an administrator or the certificated employee who is my supervisor.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI.

If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

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Acknowledgment and Agreement

By signing below I agree to all of the terms above.

Print Name: _____

Date: _____

Signature: _____

Social Security Number: _____

CRIMINAL ACTIVITY REPORT

Because of the responsibility *Ó^Üä^Á* School District has to its school children and community, the following information is needed from all applicants and employees. A record of arrest or conviction* does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment, or may be cause for dismissal if employed. Failure to disclose all information may result in prosecution for filing false information with a public agency. Applicants and employees must report any convictions and arrests that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the *Öä&ç !Ä* Human Resources. Please read carefully and answer every question. **All applicants who are offered employment will be fingerprinted at time of hire.**

1. Name _____
 Other names used _____

Answer these questions truthfully even if the condition was ultimately expunged, reversed or otherwise set aside. If any of the boxes are marked "YES," fill in the information below and attach a letter of explanation.

- 2. Have you ever been convicted* of any misdemeanor offense(s) other than traffic violation(s)? Yes No
- 3. Have you ever been convicted* of a DUI offense? Yes No
- 4. Have you ever been convicted* of a felony? Yes No
- 5. Have you ever been convicted* of a sex or drug related offense? Yes No
- 6. Have you ever been convicted* of a dangerous crime against children as defined in A.R.S. § 13.604.01? ** Yes No
- 7. Have you ever been arrested for any offense which has not yet been resolved? Yes No

CONVICTION INFORMATION

1. CONVICTION CHARGE			DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
FACTUAL DETAILS OR OTHER REMARKS:			LENGTH AND TERMS OF PROBATION:	
2. CONVICTION CHARGE			DATE OF CONVICTION	COURT OF CONVICTION
CITY	STATE	AMOUNT OF FINE	LENGTH OF JAIL TERM	
FACTUAL DETAILS OR OTHER REMARKS:			LENGTH AND TERMS OF PROBATION:	

* **CONVICTION** is defined as any time you were found guilty of an offense and:

- forfeited a bond;
- served a term of probation;
- paid a fine;
- received a "suspended" sentence;
- conviction was expunged or set aside;
- served time in city or county jail;
- received a "deferred" sentence;
- served time in prison; and/or
- plea of nolo contendere

** A.R.S. §13.3716 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined in A.R.S. §13.604.01 as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse, if any of these crimes are committed against a minor under 15 years of age.

Under penalty of criminal prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I understand and agree that misrepresentation or omission of relevant facts would be good cause for rejection of my application or, if I have been employed, for immediate termination of my employment.

I understand that, if I am considered for an offer of employment, the *Ó^Üä^Á* School District will conduct a background investigation for the District to determine my eligibility, qualifications and suitability for employment. I hereby give my consent for any employer or educational institution to release any information requested for this background investigation. Also, I waive any rights I have under state or federal law to review or obtain a copy of such information. I understand that my employment is not finalized until the background investigation has been completed.

I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, and any officer or employee of either, that in good faith furnishes written or oral references requested by the District to complete its background investigation. A photocopy or facsimile copy of this form that shows my signature shall be valid as an original. **Furthermore, I understand that I have no right of access to any materials submitted and information gathered by the District during the application process and that such materials and information are considered the sole property of the *Ö i YFJX* School District.**

X _____
 Signature Date

FINGERPRINT REQUIREMENT: In accordance with A.R.S. §15-512, **all school districts in Arizona are required to fingerprint all support staff and volunteers. Failure to cooperate with the mandated fingerprinting will result in the individual not being able to volunteer.**

**BLUE RIDGE SCHOOL DISTRICT #32
CERTIFICATION IN ACCORDANCE WITH A.R.S. § 15-512**

NAME: _____ TELEPHONE NO: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NO: _____

(Check if this statement is true.) 1. I am not awaiting trial on and I have never been convicted of or admitted in open court committing any of the criminal offenses listed in Statement 2 below.

_____ (Check if this statement is true.) 2. I am awaiting trial on or I have been convicted of or admitted in open court committing the criminal offenses in this state or similar offenses in another jurisdiction which are checked below.

- | | |
|---|--|
| _____ Sexual abuse of a minor | _____ Aggravated or armed robbery |
| _____ First or second-degree murder | _____ Robbery |
| _____ Incest | _____ Child abuse |
| _____ Kidnapping | _____ Sexual conduct with a minor |
| _____ Arson | _____ Molestation of a child |
| _____ Sexual Assault | _____ Voluntary manslaughter |
| _____ Felony offenses involving contribution to the delinquency of a minor | _____ Exploitation of minors involving drug offenses |
| _____ Sexual exploitation of a minor | _____ Aggravated assault |
| _____ Commercial sexual exploitation of a minor | _____ A dangerous crime against children as defined in A.R.S. § 13-604.01 |
| _____ Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous or narcotic drugs | _____ Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs |
| _____ Felony offenses involving the possession of use of marijuana, dangerous drugs, or narcotic drugs | _____ Assault |
| | _____ Burglary in the first-, second-, or third- degree |

APPLICANT NOTIFICATION & RECORD CHALLENGE

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must provide written notification to the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C. F. R., §16.34. Officials making such determination should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (Title 42,U.S.C., § 14616, Article IV ©; Title 28, C.F.R., § 50.12 (b); Title 5, U.S.C., § 552a (e) (3))

_____ Do not sign below until in front of notary _____

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE. I UNDERSTAND THAT SUBMITTING INFORMATION INCONSISTENT WITH THAT RECEIVED FROM THE FINGERPRINT CHECK MAY RESULT IN TERMINATION.
SIGNATURE: _____ DATE: _____

The above-named, known to me or having provided proper identification, signed this document before me the _____ day of _____ 20____ in _____ County, Arizona.

NOTARY PUBLIC: _____ COMMISSION EXPIRES: _____

<http://fieldprintarizona.com/>

FieldPrint of Arizona customer service email:
customerservice@fieldprint.com



Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Arizona



Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

- » [How It Works](#)
- » [Our Locations](#)
- » [FAQs](#)
- » [About Fieldprint](#)

Fieldprint's fingerprinting process is quick, easy and convenient!

- 1 Schedule Your Visit**
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**
We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#).



Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Arizona

How It Works

- 1 Schedule A Visit**

- 2 Attend Appointment**

- 3 Get Results Fast!**


Getting Started Is Easy
Simply enroll by completing our easy-to-follow steps: select your reason to be fingerprinted or enter the Fieldprint Code if you were provided one by your employer, enter information required by the state of Arizona into our secure website. Entering this information into the site means you don't need to re-enter the same information at the collection site. You can then schedule an appointment online to be fingerprinted at a date, time, and location most convenient for you!

What To Bring
When arriving for your scheduled appointment, you only need to bring your appointment number along with two forms of valid identification, such as a driver's license or passport. Your fingerprints are collected electronically by our trained technicians and securely transmitted back to us. Your part is now done!

Fieldprint Does The Rest
We electronically submit your fingerprints to the state for you. The results of your background check are then sent back to your employer or licensing agency.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

- » [How It Works](#)
- » [Our Locations](#)
- » [FAQs](#)
- » [About Fieldprint](#)

Our Locations



Our Locations in Arizona

The following locations allow you to conveniently select a date and time for your appointment using this website

Please enter the address or ZIP code of your location

[Find](#)

At Fieldprint®, a positive applicant experience is our top priority. We offer the largest network of Livescan fingerprint collection sites, so there's always a location close to you.

To ensure a comfortable experience for you, we offer only businesslike professional locations staffed by individuals highly trained in both fingerprint collection techniques and customer care. And, we ensure security by performing background checks on all of our staff members and using hardware and software that does not store any of your personal data.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

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» [Our Locations](#)

» [FAQs](#)

» [About Fieldprint](#)

FAQs

1. What is the difference between Livescan fingerprints and print cards?

Livescan fingerprints are captured electronically, via a digital image that can be transmitted electronically. This provides for a faster and more accurate fingerprint collection process. Fieldprint Inc. has the largest network of Livescan collection sites in the country.

2. How do I schedule an appointment to have my fingerprints collected?

Click "Schedule an Appointment" and you will be prompted to create a secure user account. Next, you will select the reason you need to be fingerprinted from the list of options. If your employer provided you with a Fieldprint Code, you will enter it here. After selecting your reason, you will be prompted to enter all demographic information required by the State of Arizona. Once this step is complete, you will be able to search for a fingerprinting location and schedule an appointment at a date and time most convenient for you!

3. Do I need to schedule an appointment?

Yes, an appointment is required to be fingerprinted. Walk-ins are not accepted.

4. I am not currently in the state of Arizona. Am I able to be fingerprinted in another state?

No, you cannot be fingerprinted in another state. AZ DPS requires fingerprints to be collected in-state.

5. Can an individual applicant sign up for this program?

This program is available to individuals who have been asked by one of the participating Arizona agencies to be fingerprinted.

6. I do not know the reason I need to be fingerprinted. What should I do?

Please contact your employer or licensing agency for the Fieldprint Code. This is required to schedule an appointment. It will ensure your fingerprints are being processed for the appropriate reason and results are being sent to the correct agency.

7. What personal information do I need to complete to register?

The State of Arizona and the FBI require the following demographic information to conduct a fingerprint-based background check:

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

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- i. Name
- ii. Alias (if any)
- iii. Country of Citizenship
- iv. Social Security Number
- v. Date of Birth
- vi. City and State of Birth
- vii. Sex/Gender
- viii. Race
- ix. Height
- x. Weight
- xi. Eye Color
- xii. Hair Color
- xiii. Home Address
- xiv. Work/Office Address
- xv. Phone Number
- xvi. Email Address

8. How can I be sure that my personal information is protected during the fingerprinting process?

Fieldprint, Inc. is committed to safeguarding the privacy of the data we receive and process. For more in depth information regarding our privacy practices, please view our [Privacy Policy](#), which is published on our website.

9. What do I need to bring to my fingerprinting appointment?

1. Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID
2. Your appointment number

10. What types of ID are accepted?

Acceptable primary IDs include:

- State-issued Driver's License
- State-issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa with Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

Acceptable secondary IDs include:

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Birth Certificate
- Marriage Certificate
- School ID with Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker Identification Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American tribal document
- Resident Alien Card (I-551)
- Temporary Resident Identification Card (I-668)

11. What if I fail to show up for my appointment, or cancel in less than 24 hours?

If you do not show up for your appointment, or cancel your appointment less than 24 hours before your scheduled date and time, you will be charged a rescheduling fee.

12. How do I obtain the results of my fingerprint-based background check?

The background check results processed for Arizona agencies are processed by the Arizona Department of Public Safety (DPS). Once your results/clearance is available, the agency will contact you directly.

13. How long does it take to receive a clearance card?

Currently a clearance card is issued in 4 to 6 weeks for an applicant who does not have criminal history. For individuals that have criminal history requiring research a final decision may take up to 60 days. Note: Results are dependent upon processing times of Arizona DPS and the FBI, which are subject to change.

14. What happens if my fingerprints are rejected?

While the Livescan fingerprint collection process is very good at recording all of the details of most individuals' fingerprints, there are always cases where an individual fingerprint file cannot be "read" by the FBI's automated fingerprint information system. In these cases, the Arizona agency notifies the individual about the fingerprint rejection, then the individual will contact Fieldprint to reschedule a fingerprint collection at no cost if the fingerprints were collected at a Livescan location. If the fingerprints were collected at a non-Livescan location, additional fees apply.

Acceptable secondary IDs include.

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Birth Certificate
- Marriage Certificate
- School ID with Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker Identification Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American tribal document
- Resident Alien Card (I-551)
- Temporary Resident Identification Card (I-668)

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15. Who do I contact if I have not received a rejection notice?

Please contact your agency if you have not received correspondence regarding your results/clearance or a fingerprint rejection.

16. Is an applicant permitted to work prior to completion of the fingerprint-based background check?

The ability to work on a conditional basis until the results are received vary from agency to agency. Please check with your employer for more information.

17. I have been fingerprinted several times in the past. Are you able to use those prints?

Fingerprints that you had collected in the past for an Arizona DPS Identity Verified Print (IVP) clearance card can be reused as long as you provide the IVP # and the fingerprints were legible. Any fingerprints that you had collected in the past are not retrievable or transferable from other state or federal agencies.

18. I do not agree with the results of the fingerprint-based background check. How do I challenge the results?

For criminal records originating in Arizona, contact the DPS Criminal History Records Unit for information on Arizona's record review and challenge process at (602)223-2222 or visit their [website](#).

For criminal records originating outside of Arizona, please contact the Federal Bureau of Investigation at (304)625-5590 or visit their [website](#) for information on the federal review and challenge process.



Welcome, [schmoodlesnom@hotmail.com!](#) [Logout](#)

[English](#) [Español](#) [Français](#)

Need More Help?

[Frequently Asked Questions](#)

Reason

We value your personal information and keeping it secure at ALL times.
[Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Reason why you need to be fingerprinted

[I know my Fieldprint Code](#)

[See More Detailed Descriptions of Reasons](#)

The applicant is certified or seeking certification/licensure as a teacher, tutor, instructor, vendor, or contractor in public or charter schools in Arizona and is responsible for payment of the fee for the Clearance Card. This application does not apply to any other certificate or licensure positions.

[Continue](#)

If your employer provided you with a Fieldprint code click 'I know my Fieldprint Code'

If you were not given a Fieldprint code, select from the drop down list. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.



Welcome, schmoodlesmom@hotmail.com! [Logout](#)

[English](#) [Español](#) [Français](#) -

- 1 Data Collection
- 2 Authorization
- 3 Time and Location
- 4 Payment
- 5 Confirmation

Need More Help?
[Frequently Asked Questions](#)

Sponsors

We value your personal information and keeping it secure at ALL times.
[Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Check the box(es) indicating why you are applying. (Maximum of 4) Your application can not be processed without this information. If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

<input checked="" type="checkbox"/>	DOE Certification (<u>Teacher or Other</u>)	ARS §15-534	All persons who apply for certification from the state board of education.
<input type="checkbox"/>	Tutor or Teacher Preparation Programs	ARS §15-534	Any person who participates in a teacher preparation program that is approved by the state board of education or any person who is contracted by this state, by a school district or by a charter school to provide tutoring services
<input type="checkbox"/>	Charter School Instructor	ARS §15-183	All persons engaged in instructional work directly as a classroom, laboratory or other teacher or indirectly as a supervisory teacher, speech therapist or principal.
<input type="checkbox"/>	Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees	ARS §15-512	A contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school.
<input checked="" type="checkbox"/>	Public and/or Charter School Non-certificated Personnel	ARS §15-512	Non-certificated personnel and personnel who are not paid employees of the school district and who are not either the parent or the guardian of a pupil who attends school in the district but who are required or allowed to provide services directly to pupils without the supervision of a certified employee.
<input checked="" type="checkbox"/>	<u>All Other Staff</u> School Bus Driver	ARS §28-3228	Applicant for school bus driver certification.

***These statutes require a Level One card. However, if you qualify, a Level One card will be issued for any box marked on your application.

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