

## **ELECTRONIC FINGERPRINTS PRIVACY RIGHTS , REGISTRATION, AND SCHEDULING INSTRUCTIONS**

### **PRIVACY RIGHTS**

As an applicant, employee, or volunteer, you are being fingerprinted per City of Flagstaff policy 1-30-080, "All applicants, employees and volunteers, except those under the age of 18, whose duties will require interaction with a vulnerable population, which may include minors, the elderly, or individuals with disabilities in Parks, Recreation, Library, Housing, and fire suppression will submit a full set of fingerprints for the purpose of obtaining a state and federal criminal history check." 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 employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You will be afforded seven (7) calendar days to correct or complete the record (or decline to do so) before officials deny you employment, license, or other benefit based on information in the criminal history record.

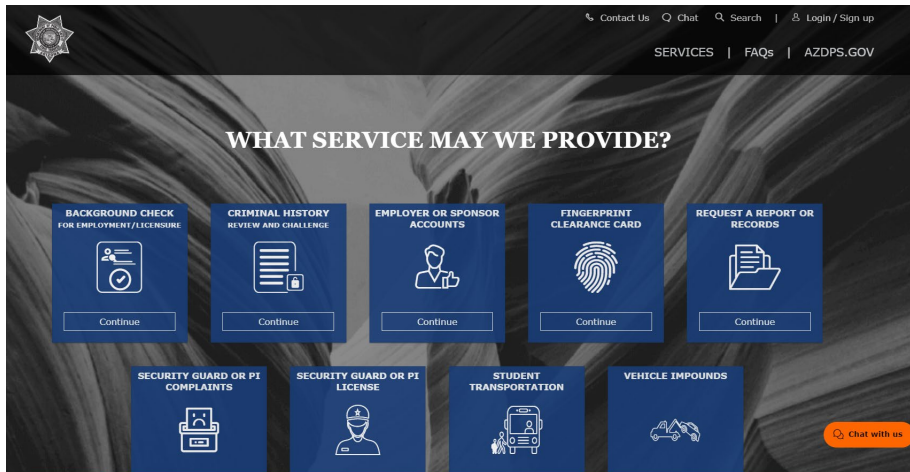
The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations, Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590.

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 ([www.azdps.gov](http://www.azdps.gov)).

*Please follow the following instructions to complete your electronic fingerprints.*

## STEP 1: REGISTER WITH DPS

1. Visit <https://psp.azdps.gov/>
2. Click on the “Background Check” button



3. Select “It’s easy to create one.” to create an account as a New User.

**Login** \*Indicates required field.

Login to access your AZDPS account.

Email Address \*

Password \*

[Forgot Password?](#)

**Login**

Don't have an account? [It's easy to create one.](#)

4. Fill out the required fields then click “Continue”.

**Creating Your Account**

\*Indicates required field.

Legal First Name \*

---

Confirm Legal First Name \*

---

Middle Initial

---

Legal Last Name \*

---

Confirm Legal Last Name \*

---

Suffix

---



Date of Birth \*

MM/DD/YYYY

---



Confirm Date of Birth \*

MM/DD/YYYY

---



Email \*

example@email.com

---

Confirm Email \*

example@email.com

---

Password \*

Minimum of 8 and maximum of 20 characters with 1 uppercase 1 lowercase and 1 special character or number.

---



Confirm Password \*

---



5. Fill out the required fields then click “Continue”.

### Physical Address

Address \*

---

Apt

---

Example: #2A

City \*

---

State \*

Arizona



Zip code \*

---

To login you will be required to enter a code. If you would like to receive this code by text, please enter a mobile number.

Home Number \*

---

Mobile Number

---

Optional

### Mailing Address

Use same address as above

Address \*

---

Apt

---

Example: #2A

City \*

---

State \*

Arizona



Zip code \*

---

6. Fill out the required fields then click “Create Account”.

### Creating Your Account

\*Indicates required field.

Security Question #1 \*



Answer \*



Security Question #2 \*



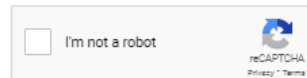
Answer \*



Security Question #3 \*



Answer \*



7. Complete the steps to verify your account.

8. Enter the appropriate fingerprint code:

**Applicants – enter FLG-116.A**

**Volunteers – enter FLV-117.V**

**Fingerprint Code**

Enter the Fingerprint Code (Given by your employer/agency) \*

Cancel Continue

9. Review and agree with the privacy statement

## 10. Complete the Applicant Information

### Applicant Information

Applicant Information for **FLAGSTAFF (CITY OF) Agency**  
Please enter your Legal Name

First Name \*  
[Redacted]

Middle Initial  
●

Last Name \*  
[Redacted]

Suffix  
▼

Social Security Number  
[Redacted]

Race \*  
Select  
▼

Sex \*  
Select  
▼

Height (ft) \*  
Select  
▼

(in) \*  
Select  
▼

Weight \*  
[Redacted]

Enter your Height in feet and inches. For example, if you are 5 feet, 4 inches, enter 5 in the (ft) field and 04 in the (in) field. Weight in pounds

Eye Color \*  
Select  
▼

Hair Color \*  
Select  
▼

Place of Birth \*  
[Redacted]

Country \*  
USA  
▼

State \*  
Select  
▼

## 11. Complete the electronic signature

### Signature

**Fingerprinting Preference**

After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.

There are different fingerprinting options for those that are physically present in Arizona and those that are applying from outside the State of Arizona.

Based on your selection below, the applicant will receive a message in the Portal Message Center with the appropriate instructions.

Fingerprint Method\*

The applicant is or will be physically present in Arizona for fingerprinting

The applicant is not physically present in Arizona for fingerprinting

**Applicant Signature**

I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.\*

Signature \*  
[Redacted]

Type your full legal name as your signature.

## 12. Review your information and click “Continue to My Order”

### 13. Click “Request Employer/Agency Pay

**My Order**  
Once your request is completed you will receive an invoice with the fees for any pending items.  
Per Arizona Revised Statutes all fees are nonrefundable.

**Background Check for Employment/Licensure**

Item ↓	Fee ↑	
Background Check Application	\$22.00	<a href="#">Save for Later</a> <a href="#">Delete</a>
Credit Card Fee	\$0.44	
<b>Total</b>	<b>\$22.44</b>	

[Submit & Pay](#) [Request Employer/Agency Pay](#)

I'm not a robot

**Order Acknowledgement**

- I understand that after I pay, I will need to log back into the Public Services Portal and go to my Message Center for further instructions and important information regarding my submission.
- I understand that per Arizona Revised Statutes, all fees are nonrefundable.
- I understand all communication regarding my background check will be directed to the employer/licensing agency - DPS is not authorized by law to share any background information with the applicant.

[Cancel](#) [Continue to Pay](#)

**My Order**  
Once your request is completed you will receive an invoice with the fees for any pending items.  
Per Arizona Revised Statutes all fees are nonrefundable.

**Background Check for Employment/Licensure**

Item ↓	Fee ↑	
Background Check Application	\$22.00	<a href="#">Save for Later</a> <a href="#">Delete</a>
Credit Card Fee	\$0.44	
<b>Total</b>	<b>\$22.44</b>	

[Submit & Pay](#) [Request Employer/Agency Pay](#)

I'm not a robot

**PLEASE NOTE:** Your Background Check for Employment / Licensure application will not be submitted until your employer/agency pays the transaction fee. If your employer/agency rejects the payment request, you will need to submit your Background Check for Employment / Licensure application and pay by credit card.

[Cancel](#) [Submit Payment Request](#)

### 14. Once the City has processed payment, you will find a notification in your Message Center. Locate your reference number A0000XXXX

**Message Center**

[Inbox](#) [Sent Items](#) [Follow Up](#)  [Compose New Message](#)

<input type="checkbox"/>	Date ↓	From ↑	Subject ↑	Reference ↑	Attachments
<input type="checkbox"/>	07/28/2023	donotreply	ACTION NEEDED: Application pending fingerprints	A0000XXXX	
<input type="checkbox"/>	07/28/2023	donotreply	Employer Payment Request	A0000XXXX	

# REGISTER AND SCHEDULE WITH FIELDPRINT

1. Visit <http://www.fieldprintarizona.com>
2. Click on the “Schedule an Appointment” button.
3. Select “Sign Up” to create an account as a New User.

## Sign Up

To schedule your appointment – sign up.

Sign Up

4. Select “I agree” on the **Consent Agreement**.

## E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

I do not agree

I Agree

5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click “Continue”.

## Create Account

Please fill in the following fields to create an account.

Email*	<input type="text" value="e.g. example@domain.com"/>
Username*	<input type="text"/>
Password*	<input type="password"/> show
Confirm Password*	<input type="password"/> show
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Mobile Phone Number	<input type="text"/>

## Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1*	<input type="text" value="Select one"/>
Answer 1*	<input type="text"/> show
Security Question 2*	<input type="text" value="Select one"/>
Answer 2*	<input type="text"/> show
Security Question 3*	<input type="text" value="Select one"/>
Answer 3*	<input type="text"/> show

Back

Continue

6. You will be sent a “Fieldprint Account Verification” email that contains an 8 digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

## Verify Account

An email has been sent to your provided email address. The subject of the email will be “Fieldprint Account Verification” and will arrive from email sender [auth@fieldprint.com](mailto:auth@fieldprint.com).

Please follow the directions in the email to continue creating your account. You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

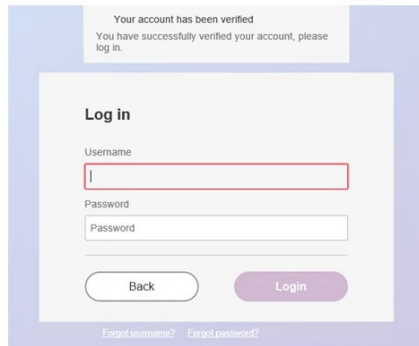
Verification Code\*

Didn't receive an email? [Click here](#) to resend email.

Complete Registration



7. Log in with your Username and Password.



The screenshot shows a login interface. At the top, a light blue box contains the text: "Your account has been verified. You have successfully verified your account, please log in." Below this is a white box with the heading "Log in". It contains two input fields: "Username" and "Password". Below the fields are two buttons: "Back" and "Login". At the bottom of the white box, there are two links: "Forgot username?" and "Forgot password?".

8. Type in the answer to your pre-selected security question and click "Continue".
9. Under "Reason" enter the Fieldprint code given to you by your employer/service provider then select "Continue".  
The City of Flagstaff Code is **FPCityofFlagStaffFACT**
10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

**Employer Address:  
City of Flagstaff  
211 W. Aspen Ave  
Flagstaff, AZ 86001**

11. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.

**Please contact the Fieldprint Customer Service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) should you have any questions or problems.**