

# ELECTRONIC FINGERPRINT INSTRUCTIONS

REGISTER ONLINE

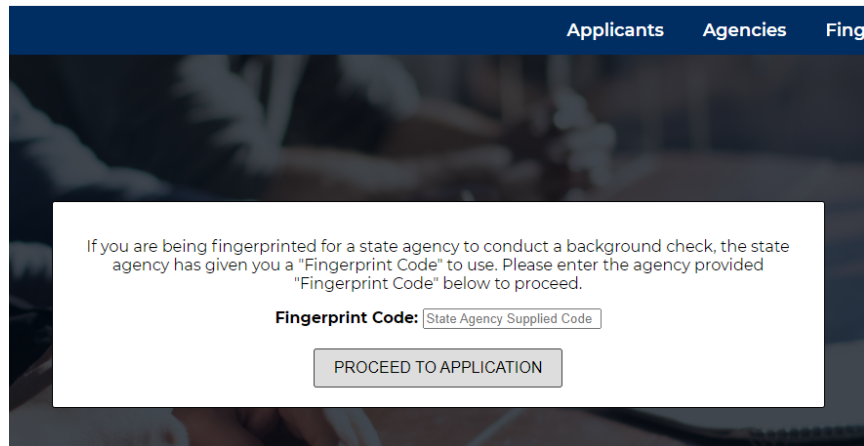
**You must use Google Chrome or Internet Explorer.**

1. Visit [https://pci.aps.gemalto.com/azper/pub/agency\\_background\\_check.pl](https://pci.aps.gemalto.com/azper/pub/agency_background_check.pl)
2. Enter your fingerprint code, then click "Proceed to Application"

**Copy the appropriate code below and paste into the website**

- If you are an applicant use: FLG 116.A
- If you are a volunteer use: FLV 117.V

## Arizona Applicant Processing Services



The screenshot shows a web interface with a dark blue header containing the navigation links "Applicants", "Agencies", and "Fing". Below the header is a white modal window with a dark background. The modal contains the following text: "If you are being fingerprinted for a state agency to conduct a background check, the state agency has given you a 'Fingerprint Code' to use. Please enter the agency provided 'Fingerprint Code' below to proceed." Below this text is a label "Fingerprint Code:" followed by a text input field containing the placeholder text "State Agency Supplied Code". At the bottom of the modal is a button labeled "PROCEED TO APPLICATION".

3. Read and accept the terms and click "continue"

### Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and

I have read and accepted these terms.

CANCEL

CONTINUE

#### 4. Enter your information:

- Select Payment Type: Agency

Copy the codes below and paste into the website

- Billing Code: XX014855E\_B
- Billing Password: A214FF2747

Step 1 - Please Enter Your Information Required fields \*

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**Transaction Information**

Agency *	Application Fee *
CITY OF FLAGSTAFF	\$30.25

Application Type \*

Non-criminal applicant - Regular

Payment Type \*

Agency

Billing Code \* (Mandatory if payment is Agency)

Billing Password \* (Mandatory if payment is Agency)

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**Personal Information**

Last Name *	First Name *
Middle Name <small>(Optional)</small>	Suffix <small>Select</small>

#### 5. Verify your information and click Submit

Step 2 - Please Verify Your Information

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**Transaction Information**

Agency	Application Fee
CITY OF FLAGSTAFF	\$30.25

Application Type

Non-criminal applicant - Regular

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**Personal Information**

Last Name	First Name	Middle Name	Suffix
			NONE
Maiden Name	Social Security Number <small>Not Entered. Bring receipt with you to Fingerprint Site</small>	Date of Birth	Weight
Sex	Race	Eye Color	Hair Color
Height	Place of Birth	Country of Citizenship	Driver License State
		US	AZ
Driver License Number	Email		

[GO BACK](#) [SUBMIT](#)

#### 6. Print your receipt

Step 3 - Registration Complete

You **MUST** use a Fingerprint Site Location listed in our [website](#) to fingerprint; otherwise, your registration will not be valid and NOT processed.

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**Receipt**

Registration ID  
AZDPS215L

Last Name	First Name

Reason for Fingerprinting

Date You Registered (MM/DD/YYYY)  
05/21/2022

NOTE: YOUR REGISTRATION IS NOT COMPLETE. An email has been sent to jCAPUTO@FLAGSTAFFAZ.GOV. Please check your email and click the link to verify your email address, and make a payment via credit/debit card (if you chose the payment type of credit card during the registration process) within the next 24 hours to complete your registration. DO NOT proceed to the fingerprint location, unless this step is completed. Your registration ID # will only be valid at one of the currently approved locations as listed on our website under the Fingerprint Site tab. Do NOT make in-fingerprint cards, only digital fingerprints will be accepted.

[PRINT RECEIPT](#) [CLOSE](#)

## VISIT THE FINGERPRINTING SITE

- 7. Take your receipt and your current, valid, unexpired driver's license to the site.**
  - *For applicants without a driver's license, a State identification card may be presented if the State's identification standards are the same as for the driver's license.*
  - In the absence of a new driver's license applicants may provide one or more Secondary Documents including:
    - State Government Issued Certificate of Birth
    - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
    - Passport
    - Social Security Card
    - Certificate of Citizenship (N560)
    - Certificate of Naturalization (N550)
    - INS I-551 Resident Alien Card Issued since 1997
    - INS 1-688 Temporary Resident Identification Card
    - INS I-688B, I-766 Employment Authorization Card
  
- 8. Visit the UPS Store #0090 at 2700 S. Woodlands Village Blvd Suite #300 (in the Bashas Shopping Center)**