

Tempe Preparatory Academy Fingerprint Clearance Card Information

Dear Applicant,

In order for you to be employed in the school system, Arizona State Statute A.R.S. 15-534 (B) requires that you have a valid fingerprint clearance card. To obtain an Application Packet for an Arizona Fingerprint Clearance Card, please contact the Arizona Department of Public Safety by phone at (602) 223-2279. A cashiers check or money order payable to the Arizona Department of Public Safety or DPS for \$52.00 is required.

The application outlines the submittal process. Your fingerprints (which are to be completed by a police department), the application, and the payment are to be mailed to the following location:

DPS Applicant Clearance Card Team
Arizona Department of Public Safety
P.O. Box 18390
Phoenix, AZ 85005-8390

Once you have submitted your fingerprint packet, it will take approximately three to five weeks for a person with no state or federal criminal record to receive their card. Your fingerprint clearance card will be valid for six years. If you are employed by Tempe Preparatory Academy or Chandler Preparatory Academy, the office manager will need a copy of your card. Additional information can be obtained from the Arizona Department of Public Safety website: www.dps.state.az.us.

Attached are the local police departments and the times that they offer fingerprinting for the public.

If you have any questions or concerns, please call Bonnie Wuellner at (480) 839-3402, ext. 102.

List of Fingerprinting Facilities

Please call ahead and make sure they still process fingerprints.

Chandler Police Department (CHANDLER RESIDENTS ONLY)

250 E. Chicago St.

Chandler, AZ

Times: Tuesday 5pm to 7pm

Thursday 11am to 1pm

Fee: \$10

Maricopa County Sheriff's Office

101 W. Jefferson

Phoenix, AZ 85003

Times: Monday, Tuesday, Thursday 9am to 2pm

Fee: \$8 (cash only)

Phoenix Police Department

620 W. Washington

Phoenix, AZ

Times: Monday – Friday 7:30am to 4:30pm

Fee: \$8

Scottsdale Police Department

9065 E. Via Linda

Scottsdale, AZ

Times: Thursday 1pm to 2pm

Saturday 11am to 12pm

Fee: \$8 (must bring own card)

Community Wellness & Safety of AZ

522 N. Gilbert Rd., Suite #104

Gilbert, AZ 85234

(480) 892-4295

OR

8400 S. Kyrene, Suite #122

Tempe, AZ 85284

(480) 222-5722

Fee: \$10

For other companies and mobile fingerprinting:

http://www.chandlerpd.com/cpd_site/community/other_fingerprinting.htm