**Department of Public Safety (DPS) Fieldprint Appointment Procedures**

Before setting up an appointment with the receptionist, the Designated Campus Collegue (DCC) must begin the process through the program coordinator. They will need to provide information from a valid form of ID such as a driver’s license or passport because this will be compared and verified when they go to the appointment.

1. Open an internet browser and go to the Fieldprint Arizona website <https://fieldprintarizona.com/>.
2. **If you are a new user:**
	1. Click the large purple button labeled *Schedule an Appointment*.
	2. Enter the volunteer’s email address and click *Sign Up*.
3. 
	1. Enter the password – (your county’s chosen password OR Yavapai1!)



* 1. Enter the security question – What is our department number?



* 1. Enter the security answer – 1533 *(if Coconino)*, 1538 *(if Mohave),* OR 1543 *(if Yavapai)*



* 1. Re-enter the volunteer’s contact email address.



* 1. Click *Sign Up and Continue*



* 1. When asked why to be fingerprinted, click *Select* next to *Identity Verified Prints (IVP) – Volunteer or Student* from the list of choices.



* 1. The next page will ask to verify the choice made from the previous page. Click *Continue*.
	2. On the *Sponsors* page, check the box next to *Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees*, then click *Save and Continue*.



* 1. Continue to step 4 to continue the process.
1. **If you are a returning user:**
	1. Click the *Login* button at the top of the page.
	2. Enter the volunteer’s email address and standard password. Then click *Sign In*.



* 1. To finish scheduling an appointment, click *Continue*.
1. On the *Personal Information* page, begin entering the volunteer’s information based on a valid form of ID using their full, legal name. Then click *Save and Continue* at the bottom of the page.

**\*NOTE**: *All boxes with a star next to the name must be completed to continue with the process.* If you do not have all of the information available, click *Save and Continue* at the bottom of the page. Red boxes will appear next to required information. Then click *Logout* at the top of the page and the information will be saved.

1. On the *Personal Information* and *Demographics* page, fill in the boxes with the information provided by the volunteer and must match a valid form of ID. Then click *Save and Continue*.



1. On the *Employer* page, enter the Coconino, Mohave, or Yavapai office address and phone number. Then click *Save and Continue*.
	* For Yavapai 4-H volunteers, use the following name: *University of Arizona Yavapai County 4-H Youth Development*
	* For MG volunteers, use the following name: *University of Arizona <county name> Master Gardener Volunteer Program*



1. On the *Release* and *Privacy* page, the DCC volunteer needs to read the disclaimer statement and agree to the terms. Check the *I Agree* boxes and fill in the remaining boxes. Then click *Continue*.



1. In the search box, enter an address or select from one of two options above the search box to find a fingerprinting center. Then click *Find*.



1. Find the desired printing center and click *Schedule Appointment*.



1. Click a date on the calendar shown and select a time from one of the three dropdown boxes, then click *Schedule*. A pop box will ask to verify the date, time, and location information. If the information is correct, click *Continue*.



1. On the *Payment* page, enter your PCard information. Once all of the information is verified and correct, click *Make a Payment and Finish* button at the bottom of the page.



1. Once the payment page is loaded, click on *Print Receipt* to the right of the page. Print two copies, one for the PCard transaction and one for the volunteer.



1. Attach the receipt to a PCard form and submit for reconciliation.

Additional Instructions

* For Yavapai 4-H volunteers, write the date of the scheduled appointment at the top of the fingerprint form and return the volunteer’s folder to Shirley.
* Request that all volunteers return to the office to submit a copy of their DPS cards.