

GUIDELINES FOR IDENTITY-VERIFIED FINGERPRINTS

FINGERPRINT CRIMINAL HISTORY CHECKS

PROCEDURE 1

(On-site fingerprinting by employees)

Use this procedure if the applicant is fingerprinted by a school employee. If the applicant will be fingerprinted elsewhere or by someone other than a school employee (contractor or law enforcement agency), use Procedure 2.

1. The school ensures the top portion of the fingerprint card is properly completed. Either the applicant or the school employee may fill out the card; however, the school employee must review the information for accuracy. By signing the card, the applicant confirms the information on the card is correct.
2. The applicant takes the fingerprint card and a valid photo ID to the person who will be taking the fingerprints.
3. The person performing the fingerprinting (fingerprint technician) shall compare the photo ID to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the fingerprint card to ensure the information matches the applicant. The fingerprint technician **CANNOT** return the fingerprint card to the applicant once the applicant has been printed.
4. The fingerprint technician shall complete an Identity-Verified Prints chain-of-custody form (developed and provided by the school).
5. The Identity-Verified Prints chain-of-custody form must have the name of the school/school district on it and require the fingerprint technician to fill out the following information:
 - ♦ The printed name of the applicant.
 - ♦ The printed name or identification number of the person taking the fingerprints.
 - ♦ The type of the valid photo ID used to verify the applicant's identity. (Examples: driver's license, passport, MVD issued ID card, etc.)

If all of the following conditions are met, the school fingerprint technicians may maintain an Identity-Verified Prints log in lieu of an individual chain-of-custody form for each applicant:

- ♦ ALL applicants must be fingerprinted at the school/school district in the same location (e.g. human resources).
 - ♦ The log must contain all of the information required on the chain-of-custody form.
 - ♦ The log must be retained for as long as the school may be required to demonstrate that it followed proper fingerprinting procedures. (DPS requires five years; state oversight agencies may have a longer retention requirement.)
6. The chain-of-custody form (or log) shall be maintained by the school; do not submit the chain-of-custody form to the DPS Applicant Team.
 7. The school shall submit the fingerprint card, inventory sheet, and payment to the DPS Applicant Team for processing.

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PROCEDURE 2

(Off-site fingerprinting by non-employees)

Use this procedure if the applicant will be fingerprinted by someone OTHER than a school employee, such as a contractor or a law enforcement agency. If the applicant will be fingerprinted by a school employee, use Procedure 1.

1. The school ensures the top portion of the fingerprint card is properly completed.
2. The applicant takes the fingerprint card, Identity-Verified Prints chain-of-custody form (developed and provided by the school), and a valid photo ID to the person who will be taking the fingerprints (fingerprint technician). Prints not taken directly by school personnel must be done at a law enforcement agency or by an entity that has a contract with the school to take Identity-Verified fingerprints. There may be an additional fee to be fingerprinted.
3. The fingerprint technician shall compare the photo ID to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the fingerprint card to ensure the information matches the applicant. By signing the card, the applicant affirms the information on the card is correct. The fingerprint technician **CANNOT** return the fingerprint card to the applicant once the applicant has been printed.
4. The Identity-Verified Prints chain-of-custody form must have the name of the school/school district on it and require the fingerprint technician to fill out the following information:
 - ♦ The printed name of the applicant.
 - ♦ The printed name and/or ID number of the person taking the fingerprints.
 - ♦ The agency/company where the applicant was fingerprinted.
 - ♦ The type of valid photo ID used to verify the applicant's identity. (Examples: driver's license, passport, MVD issued ID card, etc.)
5. The fingerprint card may be submitted to DPS by either of the following processes:
 - a) The fingerprint technician returns the completed fingerprint card and chain-of-custody form to the school (mail or pickup). The fingerprint card is **NOT** to be returned to the applicant. The school then submits the fingerprint card, the inventory sheet, and payment to the DPS Applicant Team for processing. The chain-of-custody form shall be maintained by the school; do not submit the chain-of-custody form to the DPS Applicant Team.

OR

- b) The school may provide the applicant the completed white copy inventory sheet (maintain "canary" copy for school records) and the accompanying fingerprint card, the Identity-Verified Prints chain-of-custody form, and payment with a postage paid envelope (paid by the school), and request the fingerprint technician to submit the fingerprint card, inventory sheet, and payment to the DPS Applicant Team directly for processing; the fingerprint card is **NOT** to be returned to the applicant. The applicant can then return the chain-of-custody form back to the school.

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IDENTITY-VERIFIED PRINTS CLEARANCE CARDS

Use this procedure for an individual who is submitting an application for an IVP fingerprint clearance card:

1. The applicant should complete the IVP Fingerprint Clearance Card application form and the top portion of the fingerprint card.
2. The applicant needs to obtain a money order or cashier's check in the amount of \$67 (\$65 if the applicant is a volunteer who will provide services in a school). The cashier's check or money order must be made payable to DPS.
3. The applicant then takes the application form, the fingerprint card, the cashier's check or money order, the blue DPS postage-paid return envelope, and a valid photo ID to the person who will be taking the fingerprints. The prints must be done at a law enforcement agency, the school district or charter school, or at an entity that has a contract with the school to take Identity-Verified Prints. There may be an additional fee to have the fingerprints taken.
4. The person performing the fingerprinting (fingerprint technician) shall compare the photo identification to the applicant. The fingerprint technician shall also compare the physical descriptors and personal information on the applicant's photo ID against the information on the application form and the fingerprint card fingerprint card to ensure the information matches the applicant.
5. The person taking the fingerprints must complete the "Attention Fingerprint Technician" section of the application form. This is the chain-of-custody section: **if this section is not completed, the application packet will be returned unprocessed.** The person taking the fingerprints **CANNOT** return the fingerprint card to the applicant once the applicant has been fingerprinted.
6. The person performing the fingerprinting shall then place the application form, the fingerprint card, and the payment (cashier's check or money order) in the blue DPS postage-paid return envelope and place the envelope in the mail. The envelope with the fingerprints **CANNOT** be given to the applicant.

EXAMPLE

(NAME OF SCHOOL)

Chain-of-Custody Form for Identity-Verified Fingerprints

ATTENTION FINGERPRINT TECHNICIAN:

Per Arizona Revised Statutes §15-106, you are **required** to complete this form when taking this applicant's identity-verified fingerprints. A chain-of-custody must be maintained; **DO NOT** give the fingerprint card back to the applicant once the fingerprints have been taken.

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints. (If using a Livescan with the ability to print demographic information on the fingerprint card, please do so.)
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. Please print clearly.
4. Once the prints have been taken, (*offsite options - pick one of the following and insert it here*)
 - Place the fingerprint card and this form in the self-addressed stamped envelope and send it back to the (*name of school*). **DO NOT** give the fingerprint card back to the applicant.
 - Hold the fingerprint card and this form for pickup by the school according to our agreement with your agency. **DO NOT** give the fingerprint card back to the applicant.
 - Place the fingerprint card, the inventory sheet, and the payment in the addressed, stamped envelope provided by the school and mail it. Give this form back to the applicant to return to the (*name of school*). **DO NOT** give the fingerprint card back to the applicant.

PRINT the following information:

Date	Name of Applicant
Name of Fingerprint Technician (PRINT):	
Fingerprint Technician's Agency/Company Name	
Type of Photo ID provided (check one):	
<input type="checkbox"/> Driver's License/MVD Issued ID	<input type="checkbox"/> Other (Please specify)
<input type="checkbox"/> Passport	_____