



### **Instructions for Background Check – Parent Volunteer**

**Please note:** you will incur \$35 in fees to complete this process. This process is only required once during your years at Villa Montessori School. If you wish to receive a fingerprint clearance card instead – please see the next page for those instructions. Both are valid for volunteering.

1. Obtain the Fingerprint Applicant card with **pertinent fields completed** from the Administration Office at Villa Montessori School.
2. Take the items listed above to the fingerprint service company of your choice (see attached list of nearby options) to have your fingerprints taken. They will roll your prints and will need to fill out the “Chain-of-Custody” form you bring to them. You will typically pay a **\$15** fee to the fingerprinting company for this service (prices may vary).
3. Once you complete that task, you will need to bring in your fingerprints with the completed Chain-of-Custody form, AND a money order for **\$20** made out to: **Arizona Department of Public Safety**. Please be sure to fill out the card with your fingerprints on it – the required areas are highlighted. Once complete, this will all need to go to Barbi Smith in the Administration Office so she can mail it out to the Department of Public Safety for processing. Please be sure to fill out the card with your fingerprints on it – the required areas are highlighted.

**Please be advised that your fingerprints will be used to check FBI Criminal History Records, and that the guidelines for the FBI procedures are contained in Title 28 Code of Federal Regulations 16.34.**

**You will be allowed 6 months to challenge the accuracy of your criminal history record.**

**You may obtain a copy of your FBI record, by contacting:**

Federal Bureau of Investigation  
Special Correspondence Unit  
1000 Custer Hollow Road  
Clarksburg, WV 26306  
(304) 625-5590

**It can take 2-10 weeks to receive results, so please don't delay initiating the process. You will receive an email from [bsmith@villamontessori.com](mailto:bsmith@villamontessori.com) once your results are received.**

### Detailed Instructions for Fingerprinting – For Fingerprint Clearance Card.

**This will give you a physical card that you can use for other volunteer roles you may want to pursue at organizations outside of Villa. It typically takes less time, also. Cost is more expensive.**

1. Go to: <https://psp.azdps.gov/>
2. Click Fingerprint Clearance Card
3. This will take you to a new page. Click request a replacement/ apply for a card for myself or someone else. You will then click continue.
4. This will take you to a login page. Scroll down to where it says (below login button) don't have an account? Click "it's easy to create one".
5. This will load another page. You will leave individual account checked and click continue.
6. This will take you to a "create an account" page. You will need to enter all of the information. You will then click continue.
7. You will get a response that a verification of account email has been sent to your email listed.
8. Verify the account by opening the email and clicking verify.
9. You will then go back to the login page: <https://psp.azdps.gov/account/login> and use your email and password you created.
10. The system will then send you a onetime passcode. It is much easier if you list your cell number so that you can receive the OTP that way. You will enter the number and then login.
11. At that point you can then login and begin your fingerprint clearance card application.
12. Your reason for obtaining an application is DHS - Child Care Group Home; Certification, Employees or Volunteers. Click that box.
13. At the bottom of the page you will click volunteer.
14. You will fill in all personal information
15. Pay \$65.00 for the application fee.
16. Log back in at <https://psp.azdps.gov/account/login>
17. Input one time passcode
18. Go to messages and open the message.
19. Copy the application number.
20. Screenshot the message and save
21. Go to gemalto at <https://pci.aps.gemalto.com/azperlpub/landing.pl>
22. Click the "click here" box
23. Paste the application number at top
24. Enter other requested information
25. Pay \$8.25
26. Screenshot the receipt
27. Go to <https://www.aps.gemalto.com/az/locations.htm#!/> to find the location closest to you to fingerprint
28. Locate a facility from the list and then go there during business hours
29. Show them both screenshots when you go in.
30. Get fingerprints digitally ran.
31. Receive card in mail
32. Take a copy front and back of card for Villa.

## Fingerprinting Services near Villa Montessori School

### **Biltmore Mailboxes Plus**

Biltmore Plaza Shopping Center  
3104 E Camelback Rdol9  
Phoenix, AZ 85016  
(602) 957-7272

### **Arizona School of Insurance & Securities Licensing**

1616 E Indian School Rd # 160  
Phoenix, AZ 85016  
(602) 265-1438

### **Affiliated Fingerprinting**

4132 N 12th St  
Phoenix, AZ 85014  
(602) 980-7829

### **Phoenix Fingerprint Service**

4700 E Thomas Rd #205d  
Phoenix, AZ 85018  
(602) 240-9804

### **Phoenix Licensing Center**

4731 N. Central Ave.  
Phoenix, AZ 85012  
Must Call Ahead: (602) 390-8830

### **911 Drug Testing & Fingerprinting Glendale**

8111, 7802 N 43rd Ave suite 1  
Glendale, AZ 85301  
(480) 681-0400

*Disclaimer: Villa Montessori does not regulate fingerprint card technicians and does not promise that a technician on the following list will provide a fingerprint card that the FBI can read. You are solely responsible for furnishing a fingerprint card that the FBI can read. If the FBI cannot read your fingerprint card, you will have to submit another fingerprint card. Some technicians may guarantee that their service will result in a readable fingerprint card. Most fingerprinting technicians charge a fee to apply your fingerprints to a fingerprint card. You will, in addition, have to pay the Arizona Department of Public Safety a separate fee to have the FBI process your prints. Before visiting a fingerprinting technician, you should contact them to inquire about their fees, hours, and restrictions, any documents you may need to bring with you, and to schedule an appointment.*