

Instructions for Fingerprint clearance card

(please see website below for most up to date information)

Step 1: click on link <http://www.azdps.gov/services/Fingerprint/> for detailed information

Step 2: obtain fingerprint clearance card (department of education, volunteer) and form (we have copies at ATEP)

The Fingerprint Clearance Card Unit is located at 2320 N. 20th Avenue in Phoenix. Access to the parking area can only be made from West Lewis Ave. which is one block north of Encanto Blvd and is accessible from either 19th Ave. or 21st Ave.

Step 3: locate a place for fingerprinting (UPS stores, local police stations, or look on-line for nearest fingerprinting service)

Step 4: after fingerprinting, submit fingerprint card and form to address provided (keep your copy for your records, fingerprint service may mail it for you)

Step 5: upon completion, submit a copy of the receipt to GCU ATEP

After 5-8 weeks, card will arrive in the mail. Please submit copy to Cindy Seminoff, Program Director.