

# Arizona Background Check Requirement

## Requirements

- A bachelor's degree in any subject
- An [Application for Certification](#)\*
- A [fingerprint check](#)\*

## How to Get a Substitute Teaching Certificate

To start the certification process, download the four-page application. Then, mail the certificate in along with the following:

- A \$60 processing fee
- A photocopy of your Fingerprint Clearance Card
- Your official transcripts

## How to Get an IVP Fingerprint Clearance Card

Student safety is of the utmost importance in Arizona. Before becoming a substitute teacher, you'll need to go through a criminal background check. If you don't already hold an IVP Clearance Card, the first step is to get a fingerprint clearance card with the [Arizona Department of Public Safety Identity Verified Prints](#) (IVP). The Department of Safety uses [Fieldprint Arizona](#) to process fingerprints. To [schedule an appointment](#):

- Select "Schedule an Appointment"
- Register using your email address and password
- Reason: "Identity Verified Prints (IVP) Paid Employee"
- Sponsors: "Public and/or Charter School Contractor, Subcontractor, or Vendor and their Employees"
- Fill out your personal info
- Select time/place to be fingerprinted

Be prepared to pay \$74 to schedule an appointment.

## If you already hold an IVP Clearance Card:

- Provide us with your IVP card number