

Fingerprint Clearance Card Renewal Procedures

You must have a valid fingerprint clearance card on file at Edu-Prize before you can be an Edu-Prize employee.

You will need to have a card on file before your start date to comply with laws governing school employees. You will not be employed by Edu-Prize should this card not be on file prior to employment per Arizona Statute 15-183.

You will need to go to: (they will roll your fingerprints)

1. **Community Wellness**

522 N. Gilbert Road

Suite 104

Gilbert, AZ 85234

NW corner of Gilbert & Juniper

480-325-9459

2. **Community Wellness**

8400 S. Kyrene #122

Suite 122

Tempe, AZ 85284

North of Kyrene School District Offices

480-222-5722

Hours 8:00 - 5:00 Monday through Friday

New Fee is now \$15.00 to roll prints at Community Wellness

New Community Wellness will accept cash, debit, VISA or Master Card for the rolling prints (no longer accepting personal checks)

New Applications received after January 1, 2009 - fee schedule

Volunteers \$65.00

All Others \$69.00

2. When you go to Community Wellness take a money order or certified check for the appropriate amount made out to:

Arizona Department of Public Safety

They do not accept cash or personal checks for processing at AZ Dept. of Pub. Safety

3. Community Wellness will mail the application, your rolled prints and certified check or money order

New to the Department of Public Safety and give you the yellow customer copy.

(Edu-Prize nor the employee are allowed to mail documents for Identify Verified Prints. All employees now need identity verified prints.)

4. The yellow copy of the fingerprint clearance application, along with a copy the certified check or money order should be returned to Edu-Prize attention payroll section (Denise) by deadline on your renewal notice before your card's expiration date. The process takes 10-12 weeks.

Community Wellness will give you 2 copies - one for your records and the yellow for Edu-Prize.

(Optimal time is 3-5 weeks but depending on work load it may take the full 12 weeks)