



Central Arizona Shelter Services Fingerprint Clearance Card Information

If you are applying to volunteer at the Vista Colina Emergency Family Shelter, a fingerprint clearance card is required. The cost of the card is **\$65.00** plus the cost of fingerprinting. CASS will provide you with an application, fingerprint card, and assistance with the filing. If you already have a current fingerprint clearance card, please bring with you to the next scheduled volunteer orientation so that a copy can be obtained for CASS records.

Included with this packet, you will find the following:

- Fingerprint Card
- AZ Department of Public Safety Application for Fingerprint Clearance Card

Fees for Fingerprint Clearance Card (subject to change)

- \$5-20 for fingerprints (contact fingerprint locations for exact fees)
- \$65 for application processing (the application has the incorrect fee amount, please use these instructions for correct amounts)

To complete the process:

1. Take fingerprint card and (2) forms of identification to your most convenient fingerprint location. See back side for a list of locations.
2. Complete the Application for Fingerprint Clearance Card. Make sure you have signed and dated where appropriate. To volunteer for CASS, make sure you use CASS' contact information as employer, check the **VOLUNTEER** box for volunteer pricing, check ALL BOXES in the **WORK IN CHILD DAY CARE/CHILD NUTRITION PROGRAMS**, and check the **WORK IN DOMESTIC VIOLENCE/HOMELESS SHELTERS** box when asked for reason for applying.
3. Return to CASS:
 - a. Fingerprint Card **COMPLETED**
 - b. Application **COMPLETED**
 - c. Money order, cashier's check, or check drawn on a business account for \$65.00. **Payment must be made payable to DPS.** Personal checks or cash are not accepted.
4. Once your application has been approved, your clearance card will be sent to your mailing address. CASS will need to make a copy of that card to include with your volunteer file. Average processing time for an application is 15-30 days.

Questions? Please contact:

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**SUGGESTED FINGERPRINT LOCATIONS
MARICOPA COUNTY ONLY**

(Contact locations for exact fees and schedules)

AccuSearch, Inc.

2338 W. Royal Palm Rd. Ste. J
Phoenix, AZ
602-249-3466
\$19.00 Fee
Monday-Friday 9:00a.m.-4:00p.m.

Chandler Police Department

250 E. Commonwealth
Chandler, AZ
480-782-4000
*For Chandler residents only

Glendale Police Department

6811 N. 57th Dr.
Glendale, AZ
623-930-3000
*For Glendale residents only

Maricopa County Sheriff's Office

102 W. Madison St.
Phoenix, AZ
602-256-1070

Phoenix Public Records

1717 E. Grant St. Suite 100
Phoenix, AZ
602-534-5024
\$6.00 Fee
Monday-Friday 8:00a.m.-4:00p.m.

Scottsdale Police Department

9065 E. Via Linda
Scottsdale, AZ
480-391-5000