

# Fingerprinting Policy

Effective July 1, 2016

It is the policy of Educational Services, Inc. that all employees that work in public or charter school districts are required to obtain an "Identity Verified Print" (IVP) Fingerprint Clearance Card. In accordance with ARS 15-512, revised in the 2014 legislative session, Public and/or Charter School Contractor, Subcontractor, or Vendor & their employees and Public and/or Charter School Contractor non-certified personnel are now required to have an IVP Fingerprint Clearance Card.

This applies to all ESI employees in all public and charter school district positions, both certified and classified. Certain positions may not have required an IVP Fingerprint Clearance Card (or any fingerprint clearance card) as employees of the school district. However, ESI employees working in school district positions are contract employees and as such, an IVP Fingerprint Clearance Card is mandated by law. ESI employees applying for a fingerprint clearance card for the first time will be required to apply for the IVP Fingerprint Clearance Card.

The Department of Public Safety now offers an online application and digital fingerprinting with shorter processing times. ESI will also maintain a supply of paper IVP Fingerprint Clearance Card application packets and will send them out if an employee is unable to utilize the online service. When using the paper application, employees can have their fingerprints taken at a local law enforcement agency or professional fingerprinting company (some school districts also provide the IVP application service). The fingerprint technician is responsible for sending the fingerprint card and application to the Arizona Department of Public Safety along with the applicant's fee. All instructions and details are included in the application packet itself. Please review the [instructions on how to obtain or renew an IVP Fingerprint Clearance Card here](#).

New employees should apply for their IVP Fingerprint Clearance Card in advance to allow sufficient time for the application to process. Employees will be cleared to start working once they have an IVP Fingerprint Clearance Card in hand. Employees who are renewing their IVP Fingerprint Clearance card will need to apply for a renewal prior to their current card's expiration date to ensure a current card is always on file.

In addition, ESI will grant a short grace period for new and returning employees who are applying for a new or renewal IVP Fingerprint Clearance Card. This will allow ESI employees to start or continue to work and receive payment. To qualify, ESI must have a cleared background check on file as well as a valid copy of the IVP paper application or, if using the online fingerprinting service, a copy of the email confirmation with the application number included. For new employees, the grace period will begin on the date the IVP Fingerprint application was completed. For returning employees, the grace period will begin on the date their card expired. There will be no additional extensions to the grace period.

Upon receipt of the IVP Fingerprint Clearance Card, employees will need to send a copy of the card to the ESI human resources department.

**You must submit a copy of your IVP Fingerprint Clearance card. Failure to do so will prevent you from starting or continuing current employment with ESI.**

**a) Mail:** Educational Services, Inc.  
Attn: Human Resources  
14614 N. Kierland Blvd., Suite N230,  
Scottsdale, AZ 85254

**c) Scan and email to** [documents@esiaz.us](mailto:documents@esiaz.us)

**d) Fax:** (480) 535-9118

**b) Document Upload:** <https://educationalservicesinc.com/document-upload>