

ELECTRONIC FINGERPRINT (EFAS) **CRIMINAL CLEARANCE CARD INSTRUCTIONS**

EFAS will provide applicants a new convenient way of applying for a fingerprint clearance card online beginning Tuesday, March 2, 2016. Electronic submission of the applications will dramatically reduce the time necessary to process and issue cards. Teachers, real estate agents and foster parents, just to name a few, will be able to apply for licenses or go to work sooner due to the quicker turn-around times EFAS will create. Currently, the process for an ink fingerprint clearance card can take up to four weeks or longer to complete. With the EFAS processing method, the applicant will potentially cut away three to four weeks of processing. For applicants with no criminal history, you could have a clearance card in-hand in just a couple days. If an applicant has a criminal background the process may take a bit longer.

A convenience fee of \$7.95 to use EFAS is required, and there will also be an application fee of \$67.00. Your total for fingerprints and application is \$74.95

To apply for a fingerprint clearance card on-line visit **www.hoganschool.com and choose FIELDPRINT in our quick links, or go to the Feildprint website at <http://fieldprintarizona.com/>.** The applicant should then begin the process by opening an account on the FieldPrint website.

1. Sign-up, create a password, create a security question and answer
2. Choose reason to be fingerprinted – select “Regular Application Paid Employee”
3. Choose why you are applying – please put a check mark in the box next to Arizona Department of Real Estate
4. Enter your personal information and be sure to click the link for “Acceptable Forms of ID” to make sure that you have the necessary ID to complete the processing of your fingerprints
5. Complete the demographics page
6. Complete the employer page. If you do not have a current Broker as an employer please enter the AZ Dept. of Real Estate as your employer:

**Arizona Department of Real Estate
2910 N 44th Street #140
Phoenix AZ 85018
Phone: (602) 771-7700**

7. Complete the release page
8. Complete the privacy page
9. Schedule your appointment
10. Make sure your address is showing in the address field and click on the find button and the locations close to you will show up below the address you have entered
11. Choose where you would like to make an appointment
12. Click on Schedule Appointment
13. Calendars will appear, choose a date then click on get available times you will then get a choice of mornings or afternoons
14. Choose a time by using the drop down list available
15. Click on schedule
16. Read the disclaimer carefully, it will give you the total charge of \$74.95. You have 24 hours before the appointment to cancel and not be charged, if you do not cancel within the 24 hour period you will be charged the \$7.95 fingerprinting charge and it will not be refunded
17. Complete the payment screen
18. You will receive a confirmation by the preferred contact method you chose.