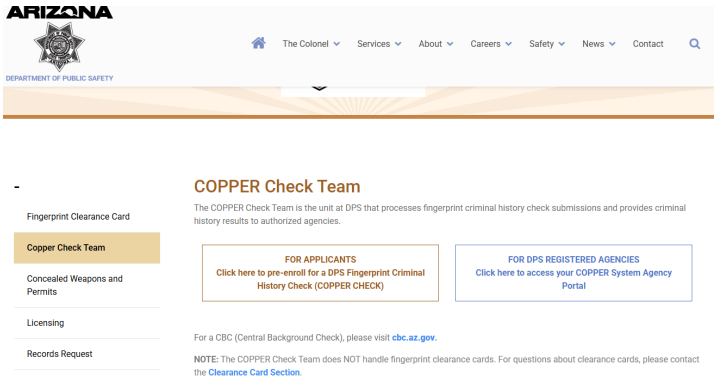
IMPORTANT

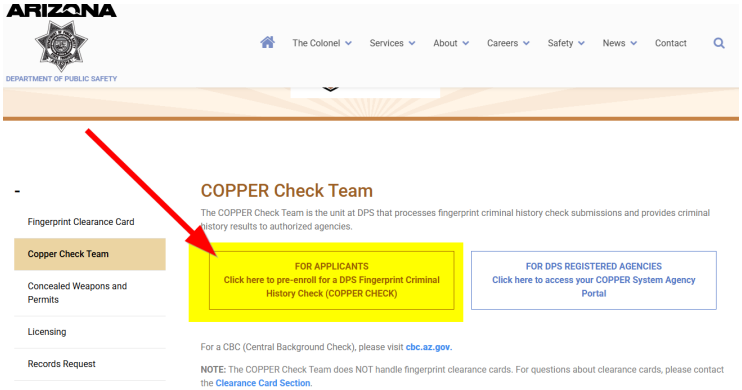
This is a 2-step process. Step #1 should be completed PRIOR to submitting your application. Step #2 should ONLY be completed AFTER you have submitted your application.

Step #1

1. Navigate to the Arizona Department of Public Safety Public Services COPPER Portal. https://www.azdps.gov/copper-check-team



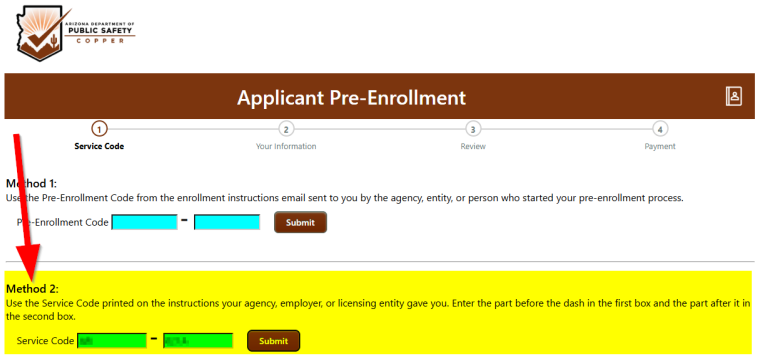
2. Click the “For Applicants” section.



3. Scroll to “Method 2” and enter in the correct Service Code:

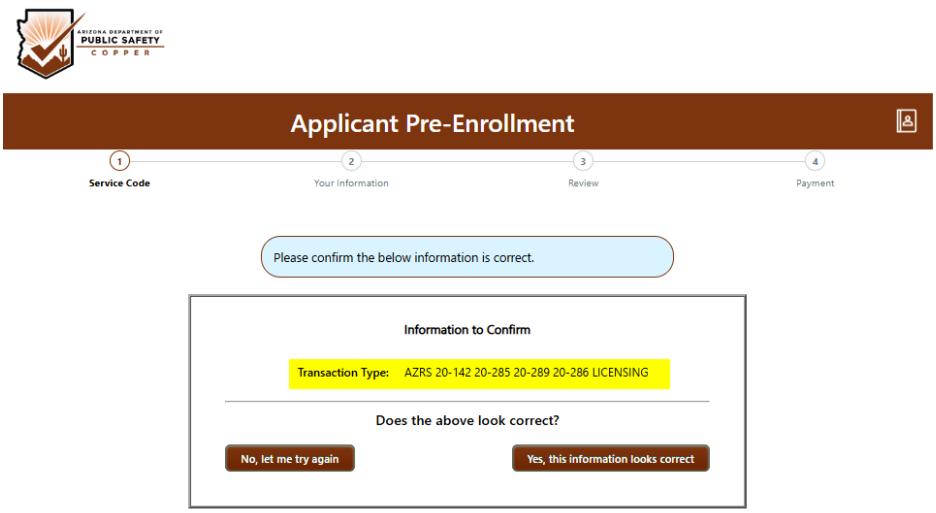
ARI-021.A	Insurance Professionals (producers, adjusters, CAC’s, Navigators etc.)
ARI-020.A	Bail Bond and Bail Recovery Agents

(Do NOT use Method 1)

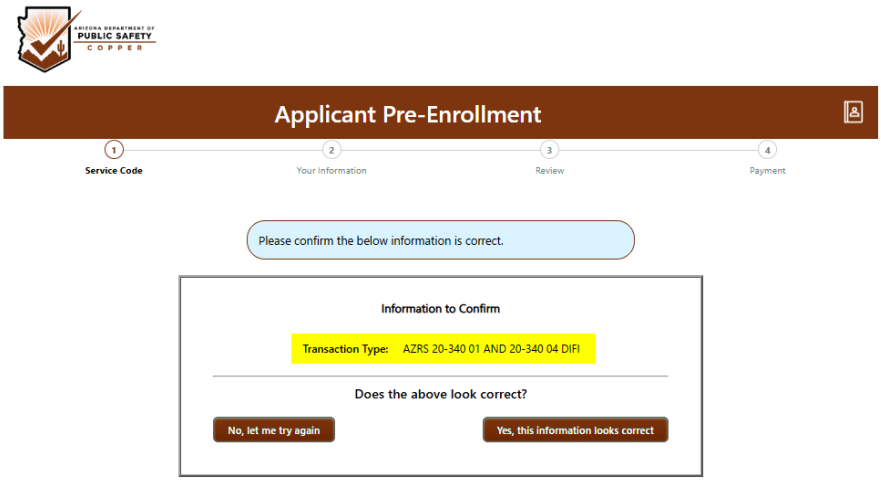


4. Confirm the transaction was entered correctly.

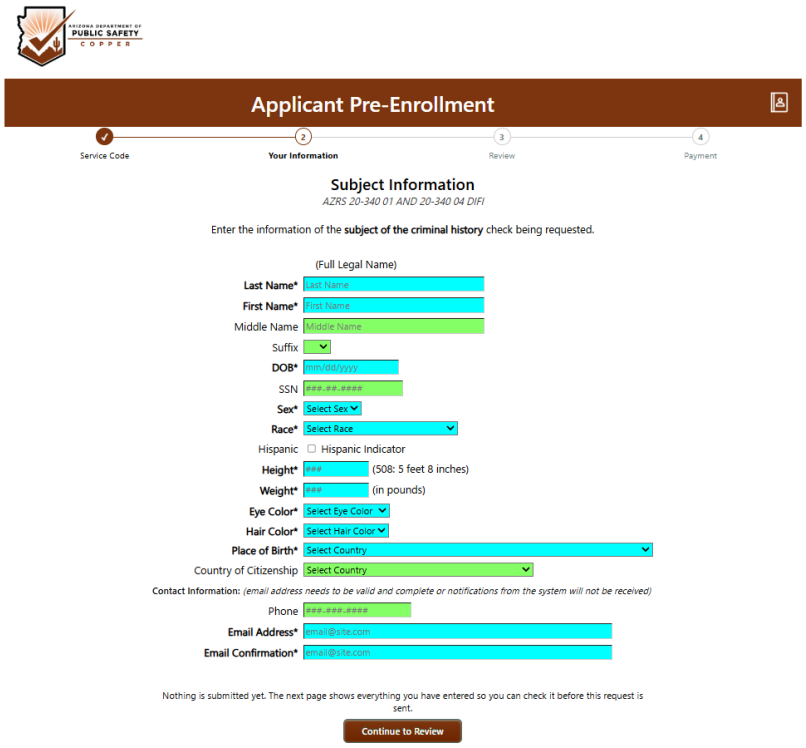
   a. The confirmation page for an Insurance Professional should look like:



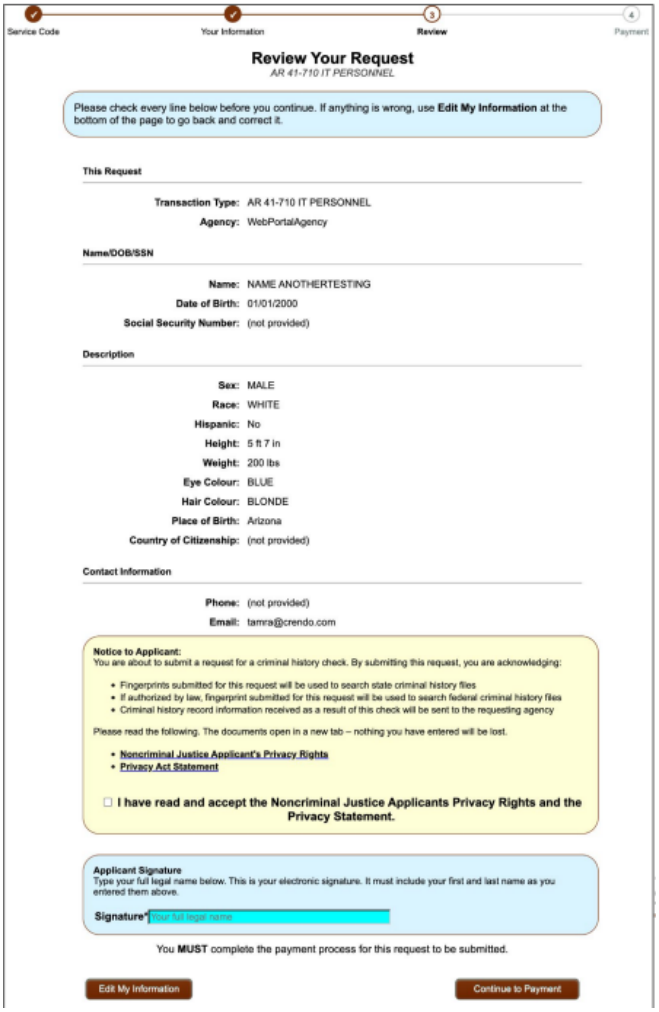
   b. The confirmation page for an Bail Bond/Bail Recovery Agent should look like:



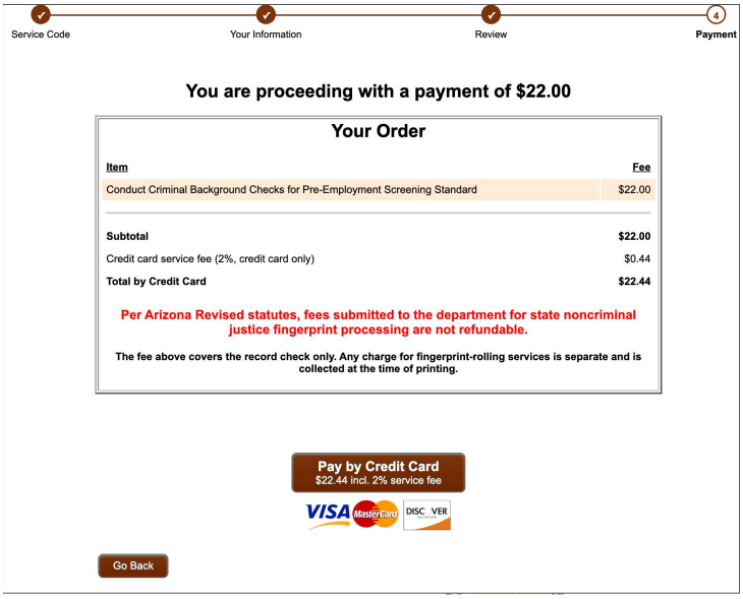
5. Complete your demographic information.



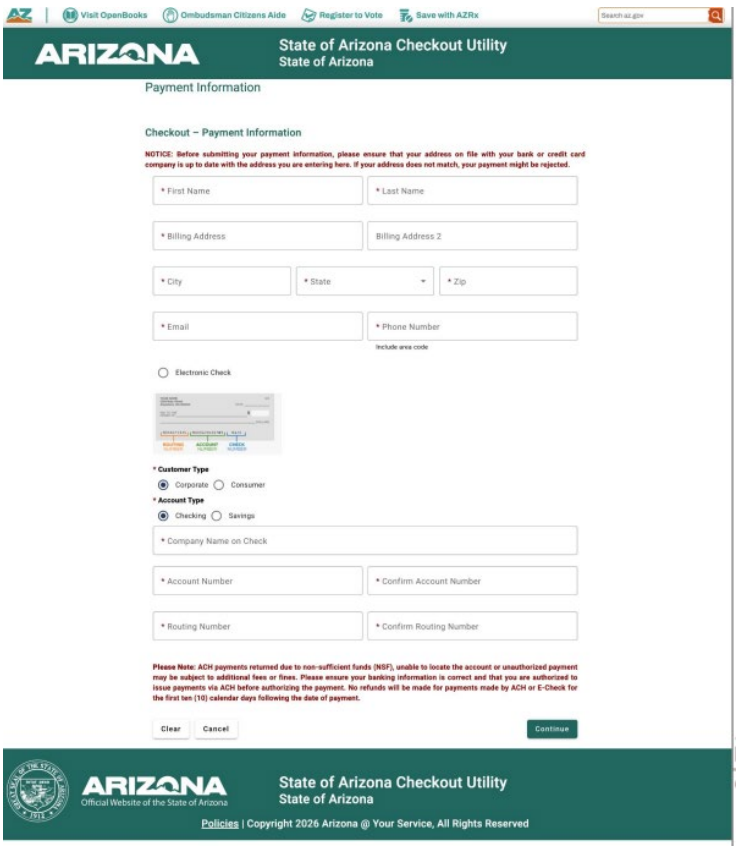
6. Review your information. If not correct, click the “Edit my Information” button.



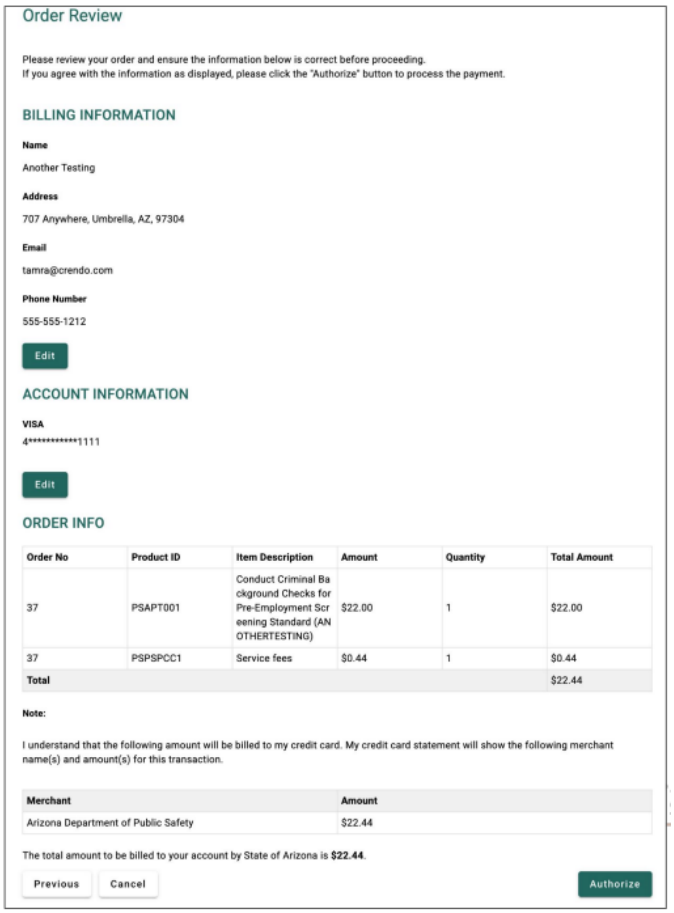
7. Continue to Payment.



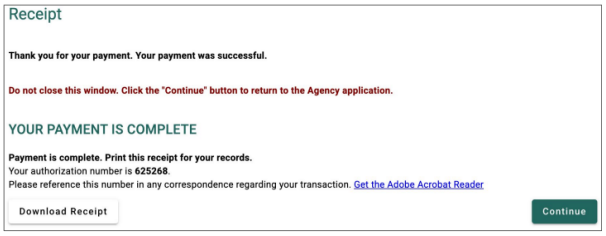
8. Once Enter payment information.



9. Review Payment Information.



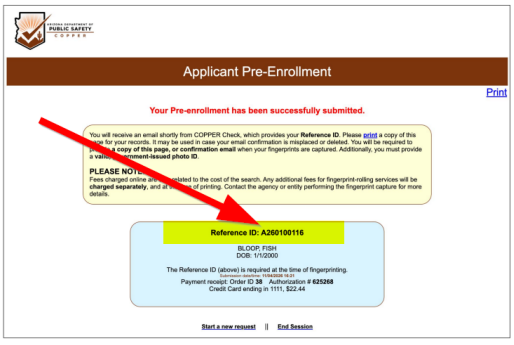
10. Print your receipt. **IMPORTANT** Do NOT close your browser after you download your receipt, you must click on Continue.



11. Print your Reference ID. Take note of the Reference ID, you will need this number to complete your fingerprint registration at Fieldprint and to enter into your application submitted at www.nipr.com.

Print Your Reference ID page

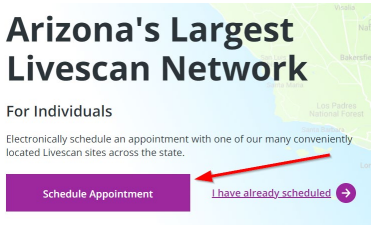
1. Click underlined "Print" link to print this page, which shows the Reference ID you'll need to get fingerprinted.
2. Once you've printed this page, click "End Session" to close the window.



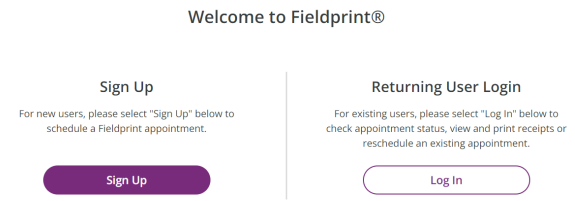
Step #2

Do NOT complete this step until AFTER you submitted your insurance application.

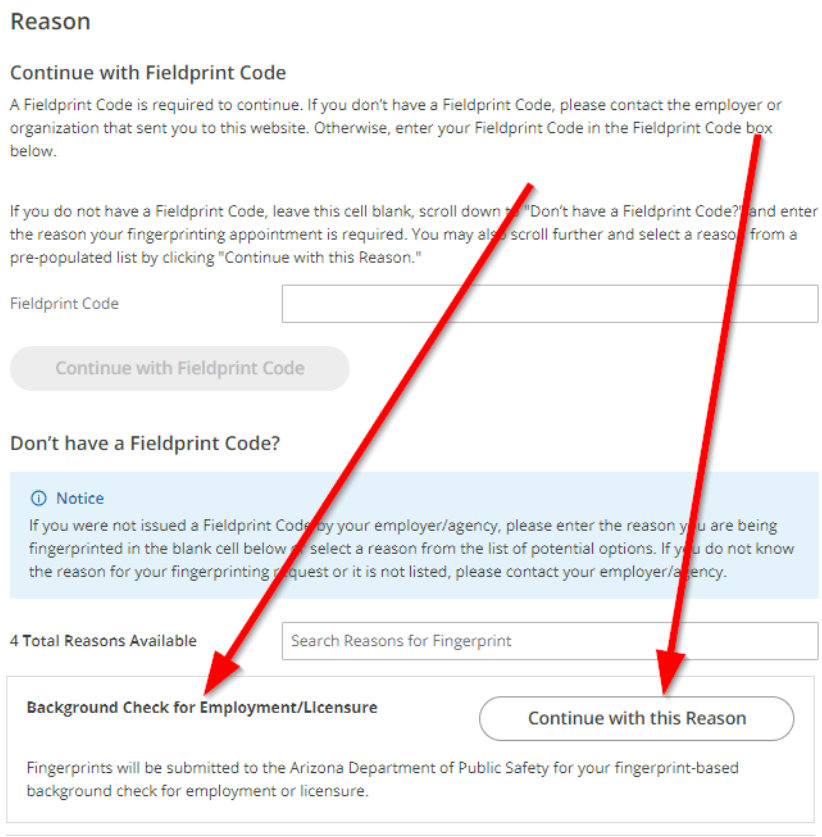
12. After you receive the Reference Number, you will then navigate to https://fieldprintarizona.com and click on the 'Schedule Appointment' button.



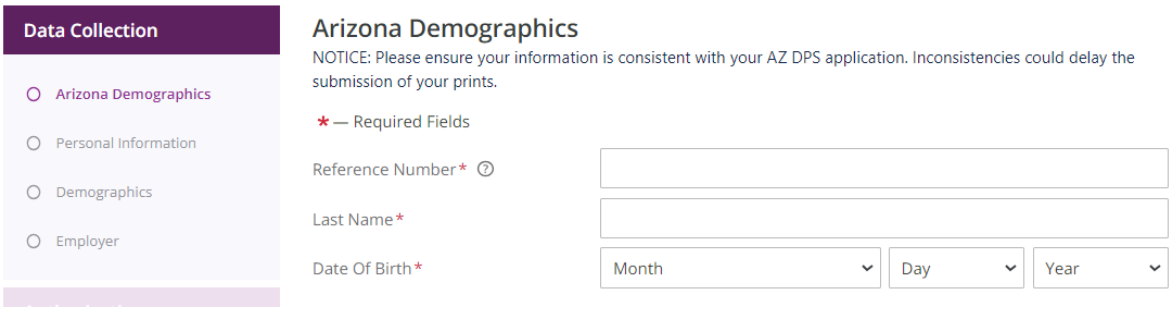
13. If you have already created an account on the Fieldprint site, log in. If not, select "Sign Up"



14. Once you have created an account and logged in, scroll down to the "Don't have a 'Fingerprint Code' section, Applicant Processing and select 'Continue with this Reason'



15. Enter in the Reference Number you obtained from DPS in the Reference Number Field, enter in your last name and date of birth and select continue.



16. After validating info above, enter your personal info/demographic info, create your appointment, pay the Fieldprint fee only and applicant will receive their confirmation of the appointment.