Completing Pre-Enrollment for Background Checks

COPPER Check

October 2026

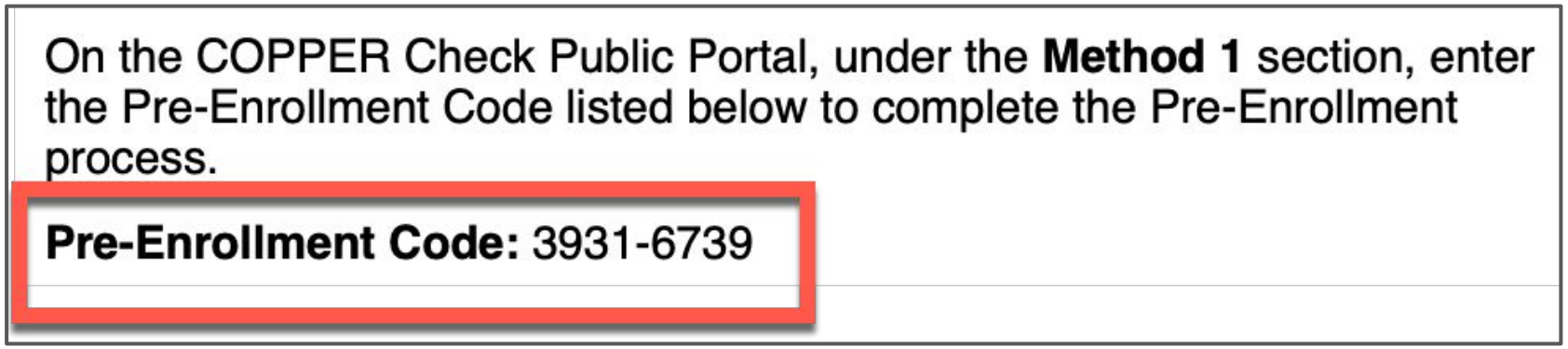
https://coppercheck.azdps.gov/AZPreEnroll/

Getting Your Pre-Enrollment Code

Method 1: If you got an email with pre-enrollment instructions, your code will be in the email.

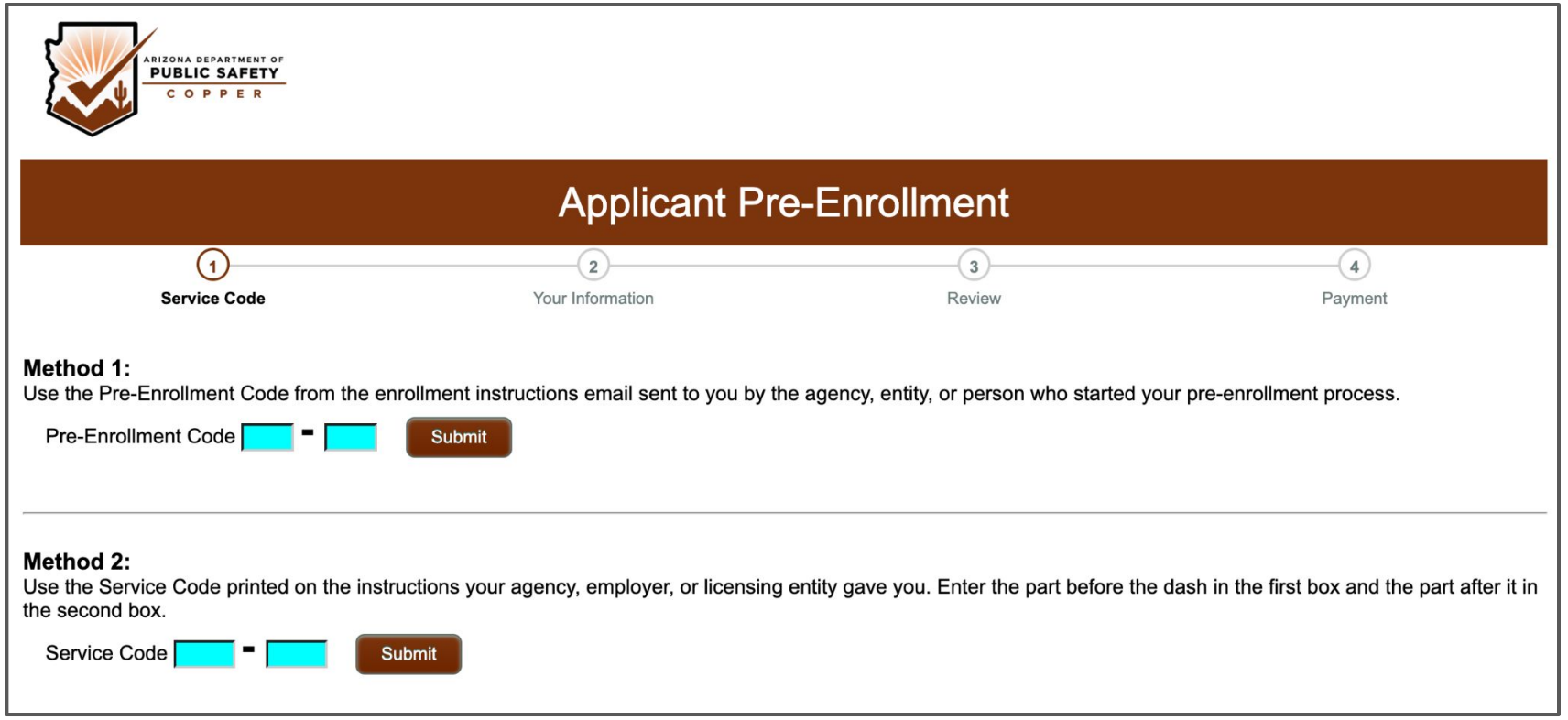
Method 2: If you got printed documents, the code will be in the printouts.

You cannot finish the pre-enrollment without the code.



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Enter your code

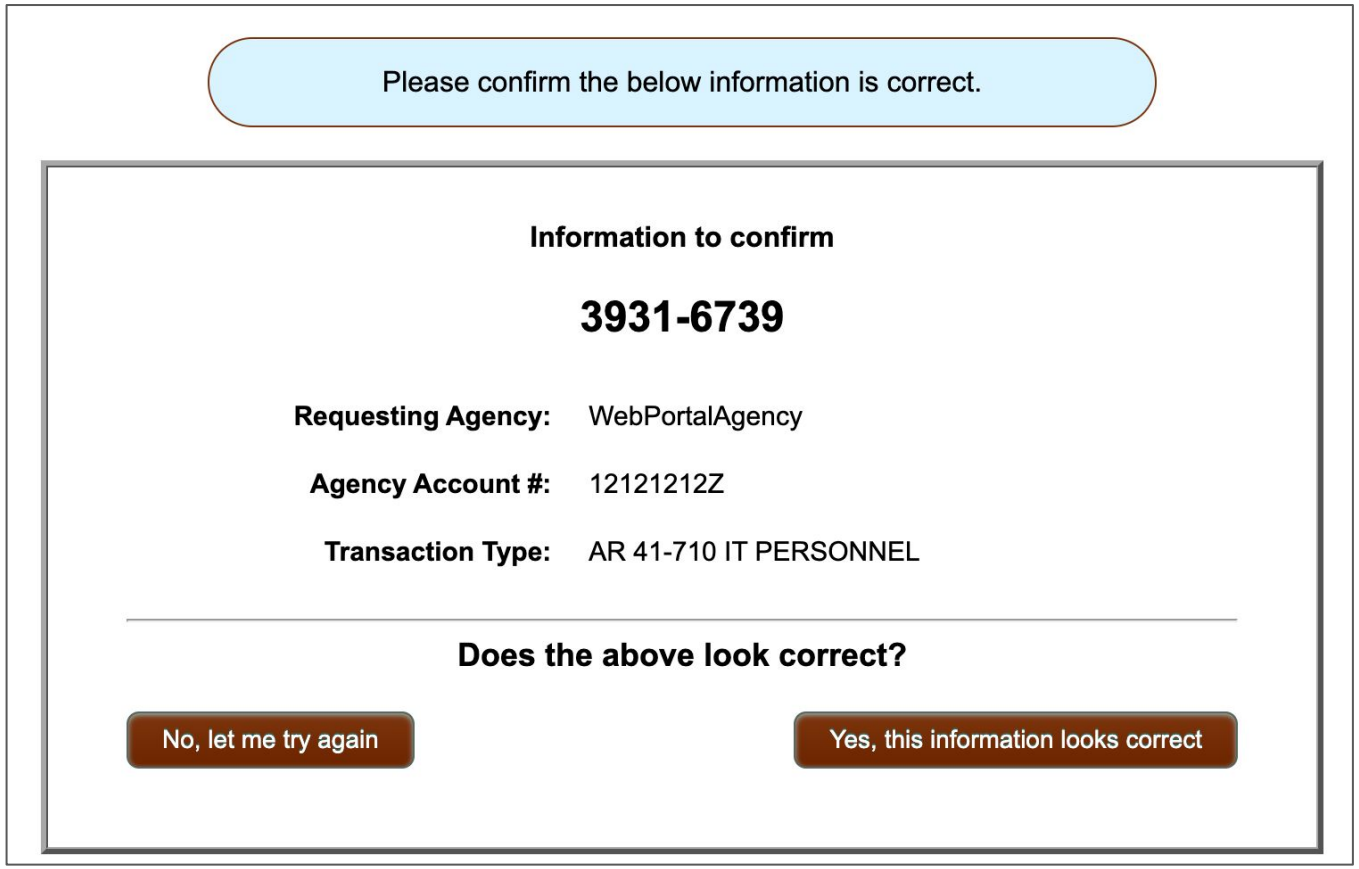


1. Go to https://coppercheck.azdps.gov/AZPreEnroll/
2. If your code came by **email**, type it in the **Method 1** boxes and click “Submit” button.
3. If your code was in **printed paperwork**, type it in the **Method 2** boxes and click the “Submit” button.

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Confirm this is your transaction

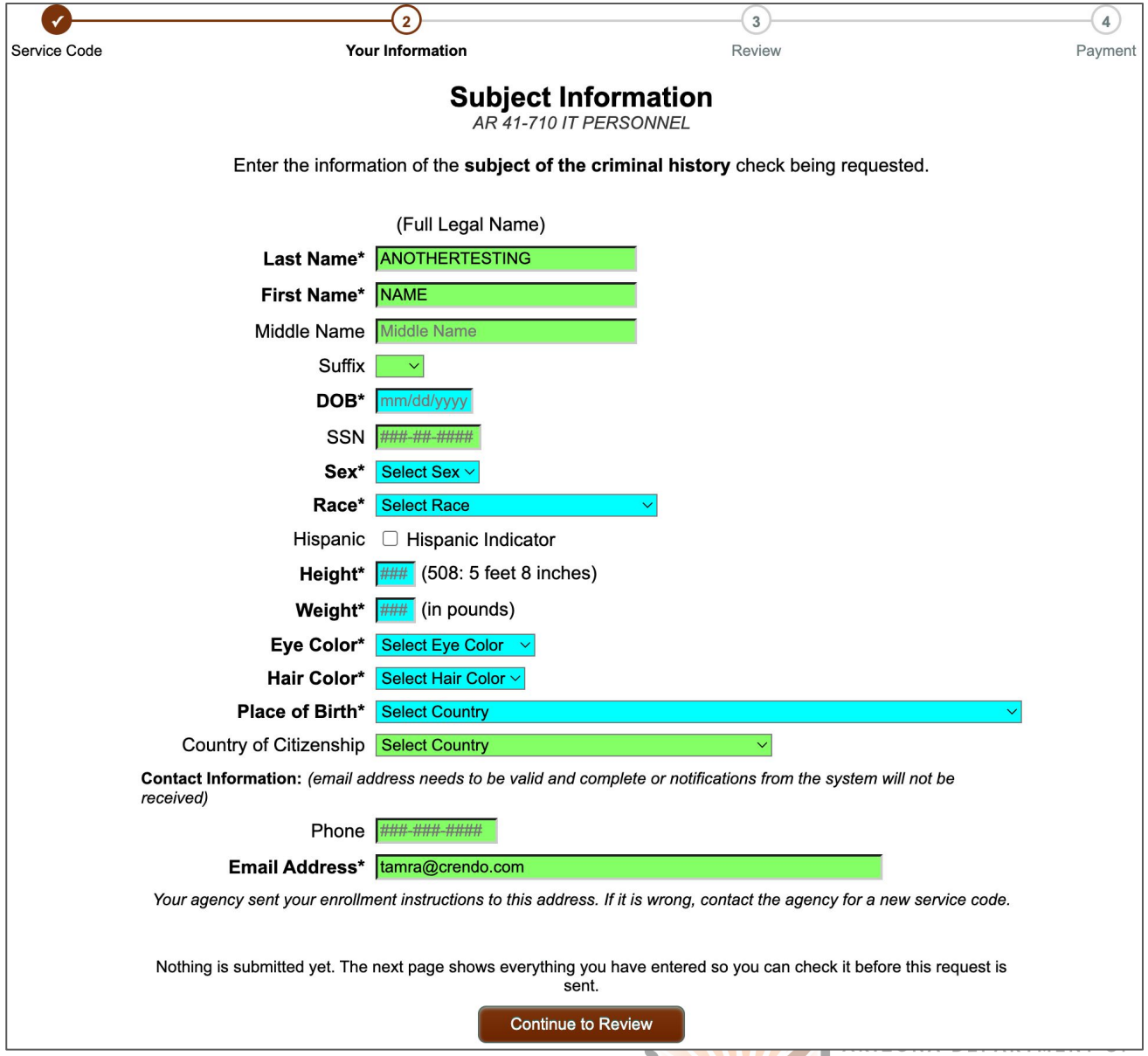
1. Make sure the Agency and Transaction Type are correct.
2. If not, click “No, let me try again” and re-enter the pre-enrollment code.
3. If the info is correct, click “Yes, the information looks correct.



Enter your information

First/last name fields and email address will already be filled in. Blue fields with **bold labels** and asterisks (*) are required.

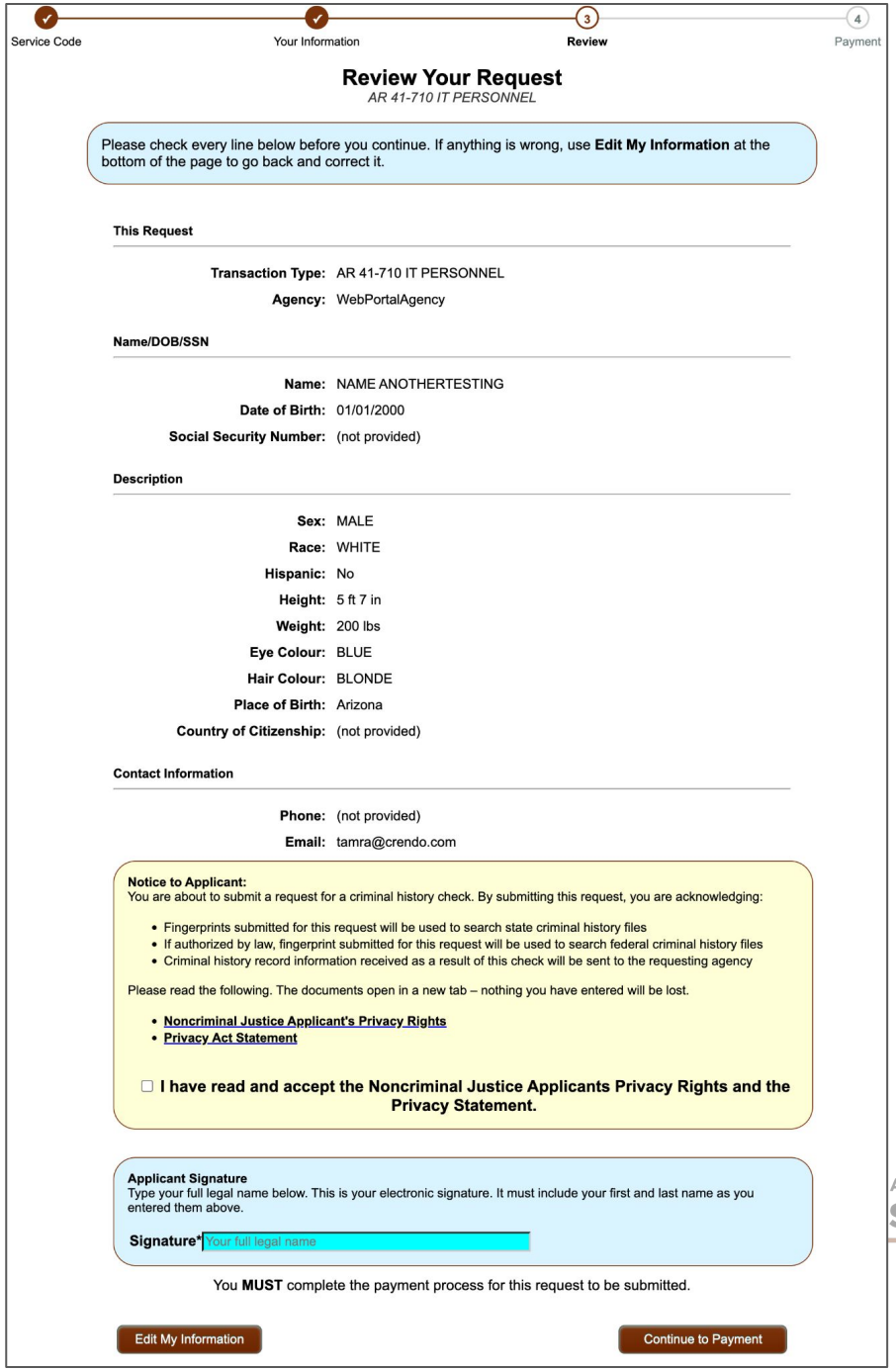
Click “Continue to Review” when done.



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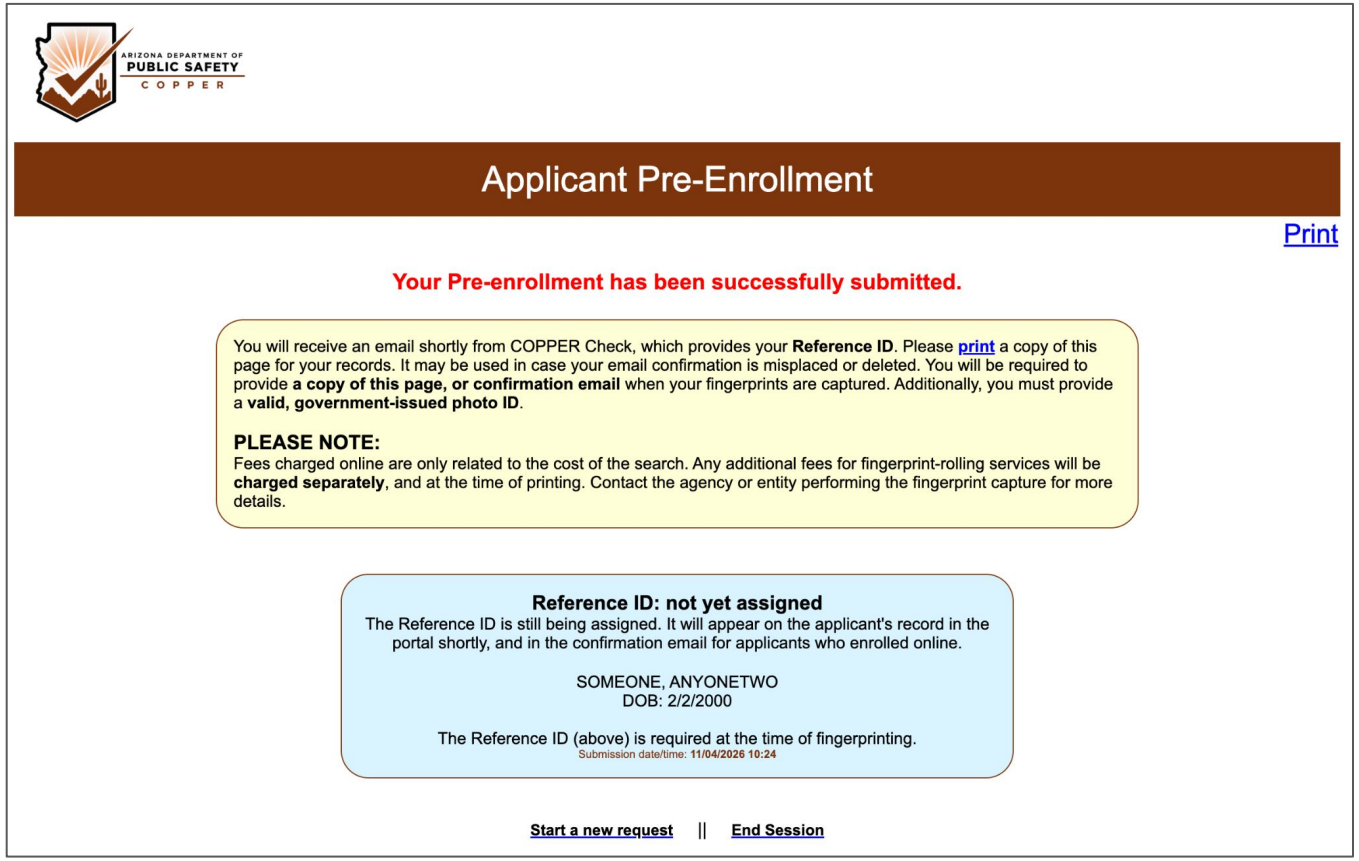
Review Your Information

1. Review all information in white area.
2. If not correct, click the “Edit my Information” button.
3. If correct, click the checkbox in the yellow area, and type your name in the **Signature*** field.
4. Click “Continue to Payment” button.



Transactions with No Payment Required

1. Print the confirmation screen for your records.
2. If you want to work on another pre-enrollment, click “Start a new request”.
3. If you are done, click “End Session.”

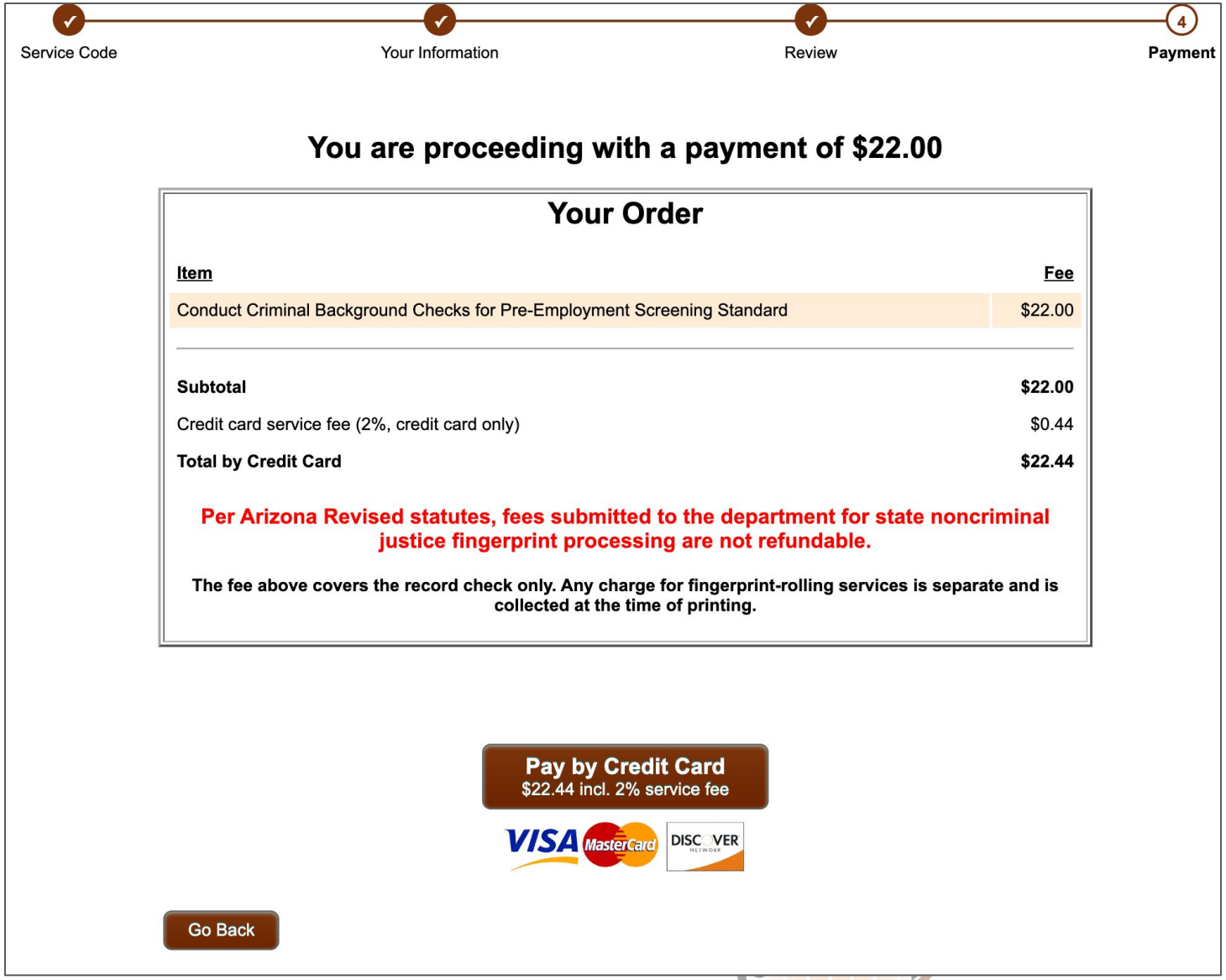


Note: Agency transactions can be configured to have a fee or to be “no fee”. The system will not charge a fee for transactions the agency has set to “no fee”.

Transactions with Payments: Confirm Payment Amount

1. If payment information is incorrect, click the “Go Back” button.
2. If payment information is correct, click the “Pay by Credit Card” button.

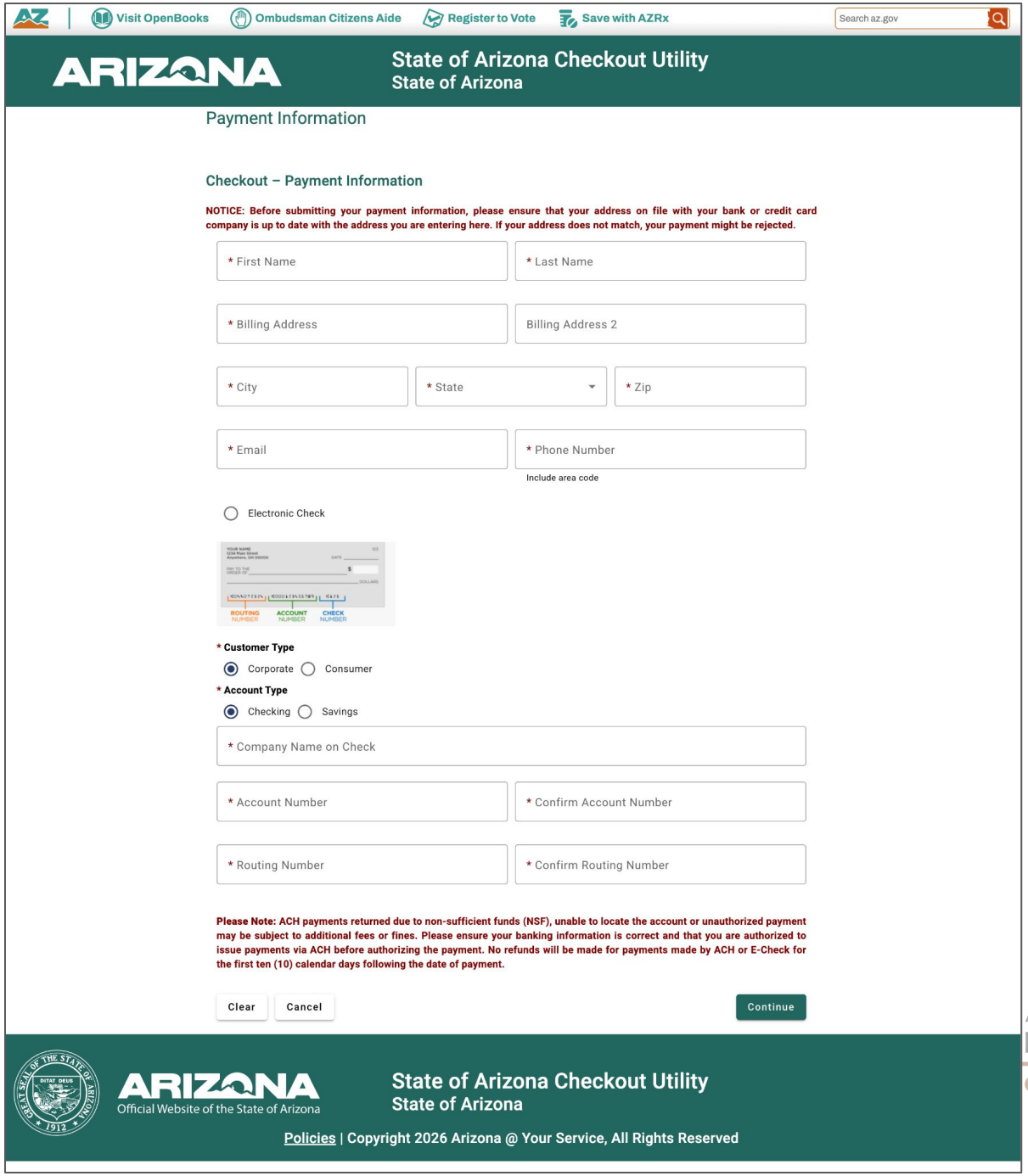
Please note the 2% fee for credit card transactions.



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Enter payment information

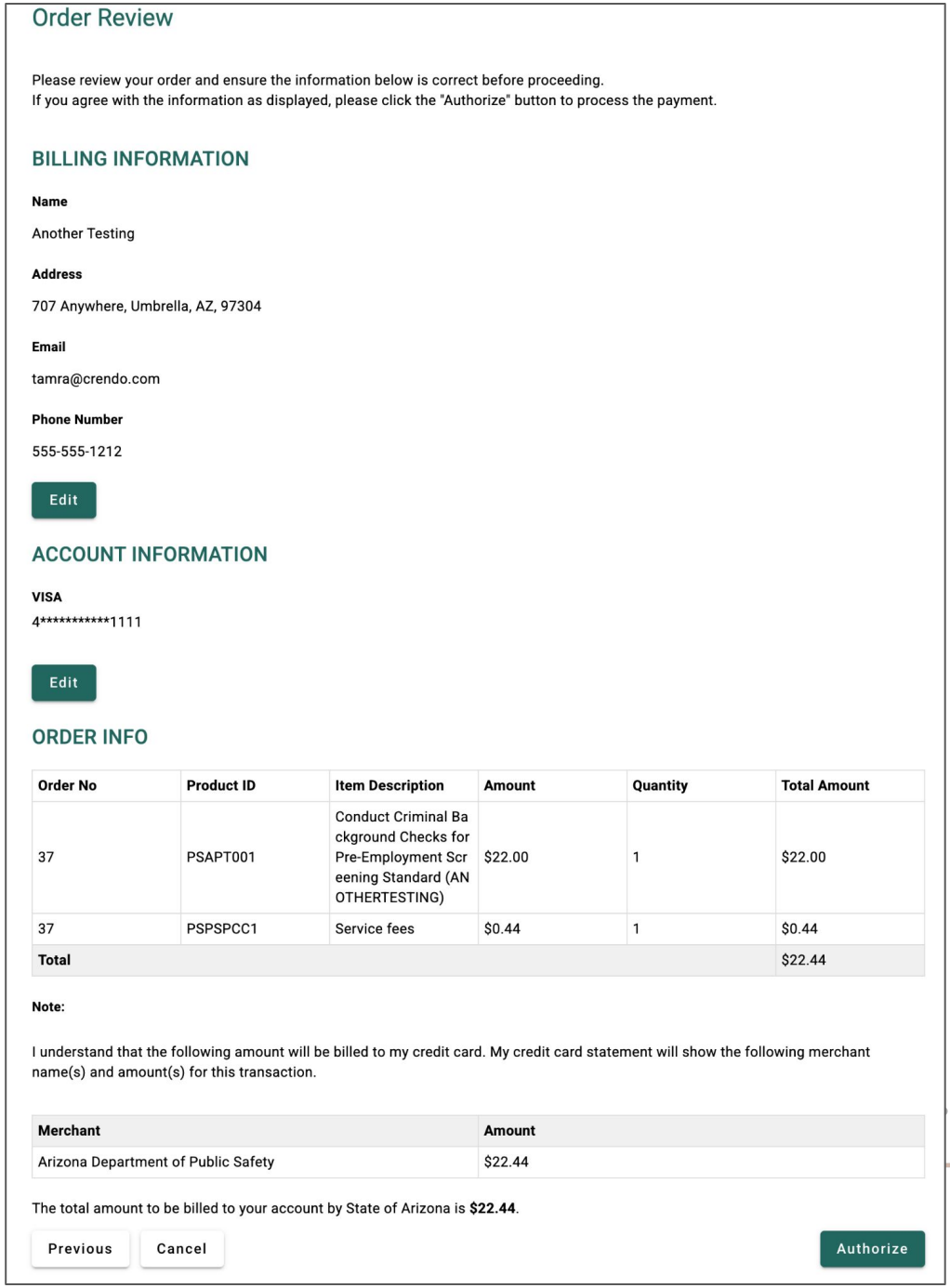
1. Fill in your name and address information.
2. Fill in your credit card information.
3. Click “Clear” to remove everything you’ve typed on this page, or “Cancel” to leave the payment interface.
4. Click “Continue” if everything is correct.



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Review Payment Information

1. Review Billing, Account, and Order information sections.
2. Click “Previous” to return to the previous screen to make changes.
3. Click “Cancel” to leave the payment interface.
4. Click “Authorize” if everything is correct.



Order Review

Please review your order and ensure the information below is correct before proceeding.
If you agree with the information as displayed, please click the "Authorize" button to process the payment.

BILLING INFORMATION

Name

Another Testing

Address

707 Anywhere, Umbrella, AZ, 97304

Email

tamra@crendo.com

Phone Number

555-555-1212

Edit

ACCOUNT INFORMATION

VISA

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Edit

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
37	PSAPT001	Conduct Criminal Background Checks for Pre-Employment Screening Standard (ANOTHERTESTING)	$22.00	1	$22.00
37	PSPSPCC1	Service fees	$0.44	1	$0.44
Total					$22.44

Note:

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
Arizona Department of Public Safety	$22.44

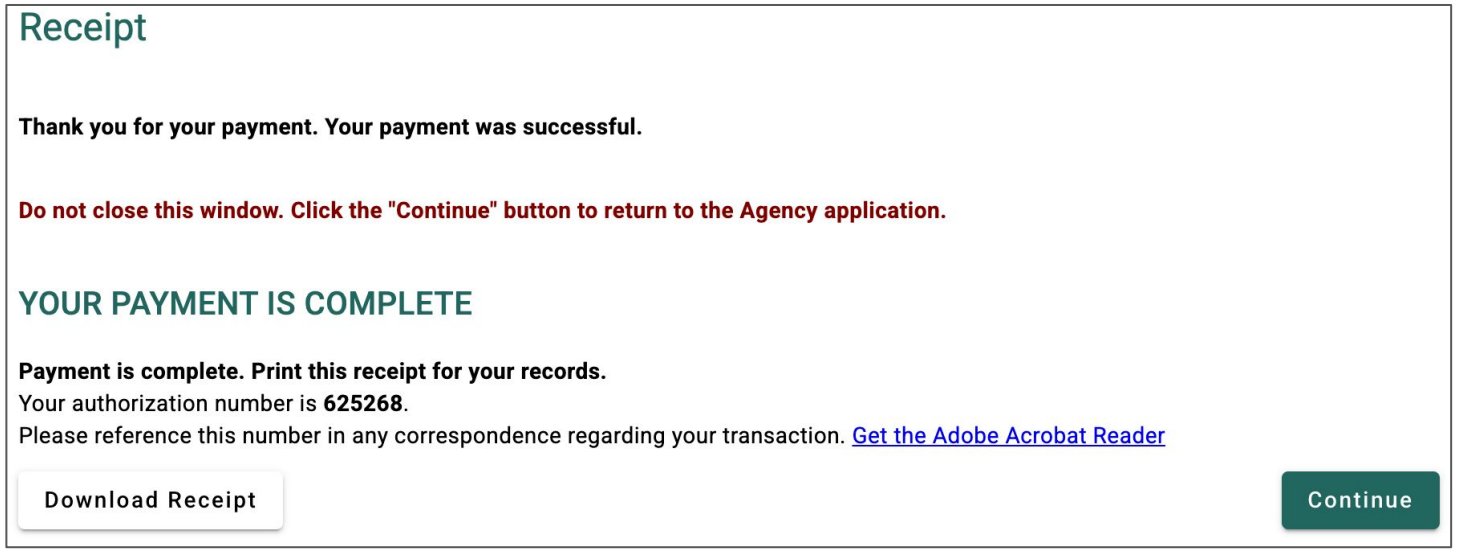
The total amount to be billed to your account by State of Arizona is **$22.44**.

Previous Cancel Authorize

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Print Your Receipt

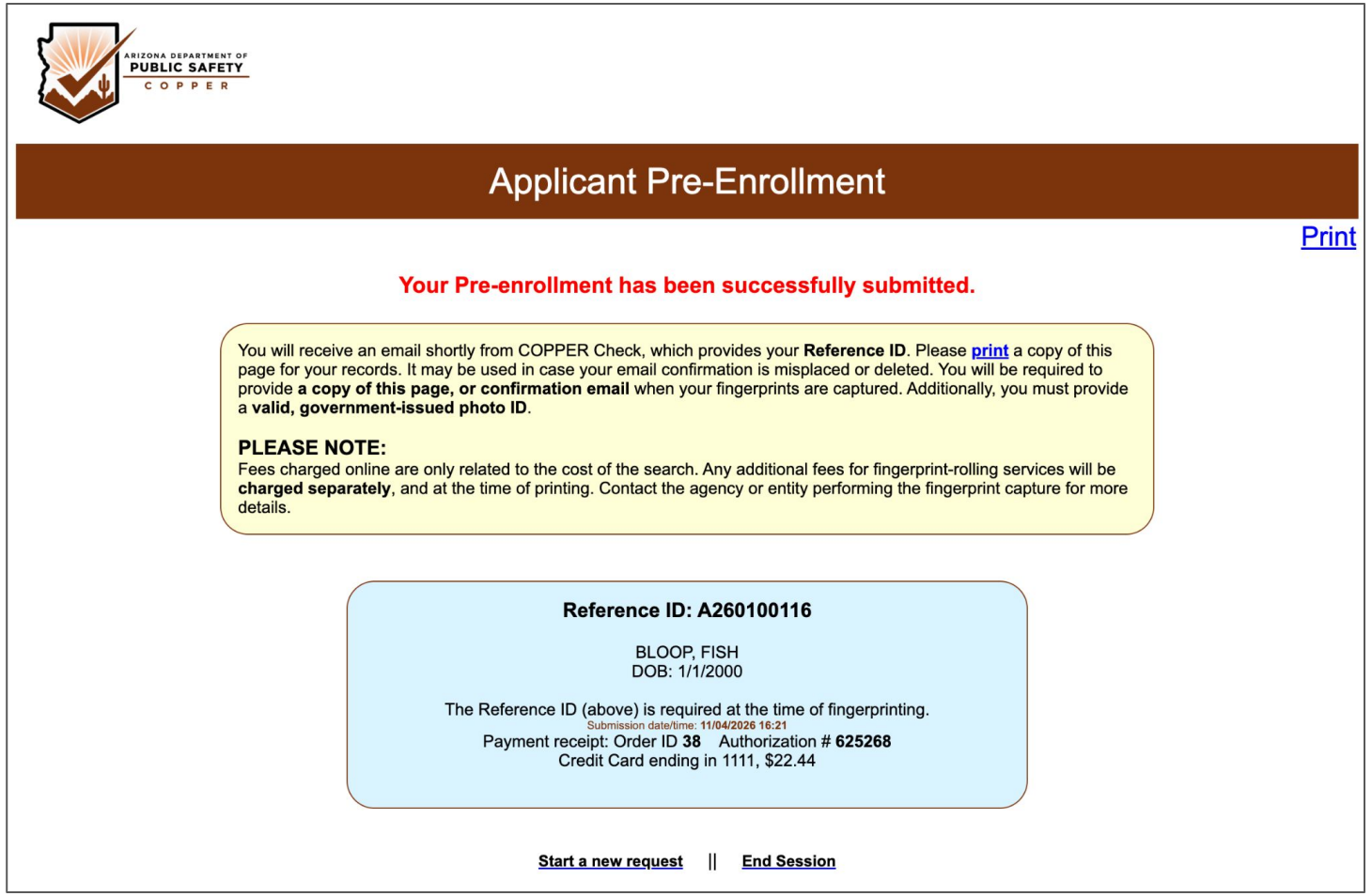
1. Review Payment screen re-displays with confirmation at top of screen.
2. Click “Download Receipt” to save a PDF to your computer.
3. Open the downloaded PDF and print it.
4. Click “Continue” to see final screen.



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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.



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