Alabama Applicant Processing Service (AAPS)

Fingerprinting Overview in PDF

STEP 1 – REGISTRATION

Alabama applicants MUST be registered online prior to arriving at a fingerprint location.

Option 1 - Online Registration –https://www.aps.gemalto.com/al/index_adeNew.htm

- o Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.
- o Select Registration in the Main toolbar and click New Enrollment in the pull-down menu.

Option 2 - Telephone Registration – 866-989-9316

- o Gemalto Cogent encourages ALL applicants to register online.
- o Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

Option 3 - **Out-of-State Applicants/Paper Fingerprint Cards**

- o Out-of-State applicants may submit a completed fingerprint card AND a money order or cashier's check in the amount of $57.65 made out to 3M Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include the REGISTRATION ID. Submit fingerprint cards to:
  - ☐ Gemalto Cogent
    ALSDE Cards Scan
    639 North Rosemead Blvd.
    Pasadena, CA 91107

STEP 2 - PAYMENT

Fingerprint Fee is $49.65

- o Applicants may pay online during registration using a debit or credit card
- o No cash, credit card or business checks are accepted at the fingerprint locations.
- o Applicants may pay at the fingerprint site with money order or cashier check
  - ☐ Payments must be made out to **Gemalto Cogent**
  - ☐ Payment amount for ALSDE fingerprinting is $49.65

STEP 3 - FINGERPRINTING

Visit any Cogent fingerprint location in Alabama (see next page). Bring valid identification. See *What to Bring* at https://www.aps.gemalto.com/al/AL_Documents/AL_ID_Verification.htm

STEP 4 – VIEW AND PRINT STATUS OF BACKGROUND CHECK

Applicants may view and print the status of background checks 24-48 hours after fingerprinting at https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx. If after 3-5 days you are unable to view and print your background status, please call ALSDE at 334-353-8567.

Site Information

- **UPS Store #2422**
  4358 Old Shell Rd.
  Mobile, AL 36608
  251 460-0600
  Mon-Fri 8:00-6:30, Sat 9:00-3:00

- **AIM Mail Centers #153**
  6300 Grelot Rd., Suite G
  Mobile, AL 36609
  251 666-6432
  Mon-Fri 9:00-5:00, Sat 10:00-2:00

- **Gulf South Resources, Inc.**
  410 E. Laurel Ave.
  Foley, AL 36535
  251 943-4717
  Mon-Fri 8:30-5:00

Please do not overwhelm the service by sending large groups of applicants to these locations. If you have large groups of applicants, please contact the fingerprint processing site and plan for their arrival to occur over days and weeks, not hours. The fingerprint processing site may have a preferred method for handling large groups of applicants.

Neither Gemalto Cogent nor these processing sites have the means to provide the applicant the status of their background check. Please go to the following website to view the status of your background check: http://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx