



Background Check Information (Revised 12-17-2018)

All employees are required to submit to a background check for criminal history, which includes a fingerprint check by the Alabama Bureau of Investigation and Federal Bureau of Investigation. The Alabama State Department of Education has contracted with Cogent Systems to collect and process fingerprints for school systems in Alabama.

Alabama DOE Applicant Processing Service

Fingerprinting Overview

STEP 1 – REGISTRATION

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

- 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 applicant. Changes to incorrect registration data MAY be corrected online or by telephone **prior** to fingerprint submission.
- Alabama Applicants MUST be registered prior to arriving at a fingerprinting location.

Option 2 – Telephone Registration – 866-989-9316

- 3M Cogent encourages ALL applicants to register online.
- 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 applicant. Changes to incorrect registration data MAY be corrected online or by telephone **prior** to fingerprint submission.
- Alabama Applicants MUST be registered prior to arriving at a fingerprinting location.

Option 3 – Out of State Applicants/ Paper Fingerprint Cards

- Out-of-State applicants may submit a completed fingerprint card AND a money order or cashier's check in the amount for \$56.15 made out to 3M Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include REGISTRATION ID. Submit fingerprint cards to:

3M Cogent
ALSDE Card Scan
5025 Bradenton Avenue Suite 100
Dublin, OH 43017

STEP 2 – PAYMENT

In-State Fingerprint Fee is \$48.15

- Applicant may pay online during registration using a debit or credit card
- No cash, credit or business checks are accepted at the fingerprint locations
- Applicants may pay at the fingerprint sites with money orders or cashiers' checks (Payments must be made out to 3M Cogent)

STEP 3 – FINGERPRINTING

Visit any 3M Cogent fingerprinting location in Alabama. See Print Locations & Hours at http://www.aps.gemalto.com/al/index_adeNew.htm

Be sure to bring valid identification to the location in Alabama. See what to bring at: http://www.aps.gemalto.com/al/index_adeNew.htm

Final employment with the Jefferson County Board of Education is contingent upon satisfactory completion of a criminal history background check pursuant to the Code of Alabama (1975), Section 16-22A-1, et seq., and receipt by the Board of all required documents, information, and materials.

