The Alabama State Department of Education requires fingerprinting and background clearance for certification programs. Therefore, students in the College of Education (and those in the School Library Media program) must be fingerprinted for a background check by the ABI and FBI.

I. **REGISTRATION**
   A. Register online at https://cogentid.3m.com/al/index_adeNew.htm.
   B. Select application type: Admission to a Teacher Education Program.
   C. Enter all information carefully and correctly.
      Errors can only be corrected through the Alabama Department of Education.
   D. Pay $46.90 online to 3M Gemalto Cogent Inc.

II. **FINGERPRINTING—Go to the UA Campus Mail Facility or Pak Mail.**

<table>
<thead>
<tr>
<th>Pakmail</th>
<th>UA—Campus Mail Facility</th>
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<tbody>
<tr>
<td>1655 N. McFarland Blvd</td>
<td>325 Kirkbride Lane</td>
</tr>
<tr>
<td>Tuscaloosa, AL 35406</td>
<td>(351 Third Place)</td>
</tr>
<tr>
<td>Monday through Friday 9:00 a.m.-4:00 p.m.</td>
<td>Tuscaloosa, AL 35487</td>
</tr>
<tr>
<td>and Saturday 10:00 a.m.-12:00 p.m.</td>
<td>Monday-Friday, 9:00 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td>No appointments are needed.</td>
<td><a href="http://campusmail.ua.edu/Fingerprinting.html">http://campusmail.ua.edu/Fingerprinting.html</a></td>
</tr>
<tr>
<td>DO NOT CALL PAK MAIL.</td>
<td></td>
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</table>

*For alternative locations in Alabama, please check the Cogent website: https://www.cogentid.com/al/index_adeNew.htm.*

**Identification is required.** Bring current, valid (unexpired) identification—preferably a state-issued driver’s license or a state identification card. A birth certificate, passport, Social Security card, certificate of citizenship or certificate of naturalization may also be presented IF supported by at least two of the following: utility bill (with address), voter registration card, vehicle registration card/title, paycheck stub with name/address, or bank statement.

III. **REQUEST PROOF OF FINGERPRINTING/verification paper from the fingerprint location and bring it to 104 Carmichael Hall to be processed into the system. Students outside the Tuscaloosa area may mail their verification paper to the address listed below. [Be sure to include your CWID on the paper.]**

IV. **SUITABILITY LETTER**

   When your background clearance is complete, you will receive a suitability letter from the Alabama Department of Education. You should provide a copy of this letter to Student Services in 104 Carmichael Hall (or mail a copy to the address below) and keep the original letter for your records.

   Please complete this requirement as soon as possible!

   The University of Alabama
   College of Education
   Student Services & Certification
   Box 870231
   Tuscaloosa, AL 35487-0231
   (205) 348-6073