



## FINGERPRINTING/ BACKGROUND CLEARANCE — IN ALABAMA

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://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.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 \$48.15 online to Gemalto Cogent.

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

#### **UA—Campus Mail Facility**

325 Kirkbride Lane

Tuscaloosa, AL 35487

(located on the Bryce Campus, front entrance)

Monday through Friday 9:00 a.m.-4:00 p.m.

No appointments are needed.

#### **Pak Mail**

1655 N. McFarland Blvd.

Tuscaloosa, AL 35406

Monday-Friday, 9:00 a.m.-4:00 p.m.

Saturdays 10:00 a.m.-12:00 p.m.

No appointments are needed.

Do not call Pak Mail.

*\*For **alternative locations** in Alabama, please check the Gemalto Cogent website:  
[https://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.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