



The College of Education
Preparing Educators Since 1844

FINGERPRINTING / BACKGROUND CLEARANCE – OUT OF STATE

The Alabama State Department of Education requires fingerprinting and background clearance for certification programs, including online programs and School Library Media. Alabama requires clearance through the ABI and FBI, and background clearance cannot be transferred between states.

If you live out of state, two fingerprint cards will be mailed to you for this purpose. (Submit only one to Gemalto Cogent. If your first card is rejected, you may be asked to submit the second card at a later date.) To request fingerprint cards, please contact Dawn Bryant at debryant@ua.edu.

FOLLOW THESE DIRECTIONS CAREFULLY.

1. Register online at https://www.aps.gemalto.com/al/index_adeNew.htm.
 - NOTE: In Step #2 of the registration process, be sure to check the box for “Fingerprint Card User” to indicate that your fingerprint card will be mailed.
 - For Payment Type, choose “Credit Card” or “Money Order” from the dropdown box. (*Credit card payment is recommended.)
2. Write your Registration ID (obtained during online registration) on the back of the fingerprint card.
3. Find a location in your area to complete the fingerprint card--possibly a local police department or sheriff’s department. There may be nominal fee for this service.
4. If you are paying with a money order, it must be made payable to Gemalto Cogent in the amount of \$56.15. [This item does not apply to you if you paid online.]
5. Mail one completed fingerprint card along with proof of online payment or a money order to:

Gemalto Cogent
ALSDE Cards Scan
639 N Rosemead Blvd
Pasadena, CA 91107

When your background clearance is complete, you will receive a **suitability letter** from the Alabama Department of Education. Keep the original letter for your records and send a copy of the letter to:

College of Education
The University of Alabama
Student Services & Certification
Box 870231
Tuscaloosa, AL 35487-0231

Please complete this requirement as soon as possible!

For additional information about out-of-state fingerprint card submission, please go to https://www.aps.gemalto.com/al/index_adeNew.htm.