

Alabama Applicant Processing Service (AAPS)

Fingerprinting Overview

STEP 1 - REGISTRATION

If you live out of state and cannot travel to Alabama to be fingerprinted [CLICK HERE](#)

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

Currently only Alabama State Department of Education (ALSDE) applicants may use AAPS

Option 1 - Online Registration – <https://www.cogentid.com/AL>

- 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 2 - Telephone Registration – 866-989-9316

- o 3M 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 \$59.40 made out to 3M Cogent. Applicants **MUST** register **ONLINE** prior to mailing in fingerprint cards AND must include their **REGISTRATION ID**. Submit fingerprint cards to:

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

STEP 2 - PAYMENT

Fingerprint Fee is \$51.40

- 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's check
 - Payments must be made out to 3M Cogent
 - Payment amount for ALSDE fingerprinting is \$51.40

STEP 3 - FINGERPRINTING

Visit any 3M Cogent fingerprint location in Alabama. See *Print Locations & Hours* at <https://www.cogentid.com/AL>

Be sure to bring valid identification with you to the print location. See *What to Bring* at <https://www.cogentid.com/AL>

SITE INFORMATION

| | |
|-------------------------------------|---|
| Primary Service Location Address | Central Mall Stop 11385 Highway 20 Florence, AL 35633 |
| Hours of Operations | Monday – Friday 7:30am to 4:00pm Closed Saturday & Sunday Closed on all Federal Holidays Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants. |
| Telephone Number (Applicant Use) | 256-712-5610 Please see our homepage for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check. |
| Web Site | |
| Directions to your facility | Map it |
| Additional Information | |

COGENT SYSTEMS IDENTITY VERIFICATION PROCEDURES

Primary Documents

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

However, in the absence of a new driver's license applicants may provide one or more **Secondary Documents** including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement