



Alabama Applicant Processing Service (AAPS)

Fingerprinting Overview in PDF

STEP 1 - REGISTRATION

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/index_adeNew.htm

- DO NOT use www.cogentid.com/al
- 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

- 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 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

- Out-of-State applicants may submit a completed fingerprint card AND a money order or cashiers check in the amount of \$54.90 made out to Cogent Systems AND this completed form. Submit to:
 - Cogent Systems
ALSDE Cards Scan
5450 Frantz Rd, Suite 250
Dublin, OH 43016

STEP 2 - PAYMENT

Fingerprint Fee is \$46.90

- Applicants may pay online during registration using a debit or credit card
- No cash, credit card or business checks are accepted at the fingerprint locations.
- Applicants may pay at the fingerprint site with money order or cashier check
 - Payments must be made out to **Cogent Systems**
 - Payment amount for ALSDE fingerprinting is \$46.90

STEP 3 - FINGERPRINTING

Visit any Cogent fingerprint location in Alabama. See *Print Locations & Hours* at https://www.cogentid.com/al/index_adeNew.htm Bring valid identification. See *What to Bring* at https://www.cogentid.com/al/index_adeNew.htm