

Athens State University Fingerprint Policy & Procedures

Alabama Applicant Processing Service (AAPS)

Admission to the University

Upon admission to the University, candidates will receive an auto-generated *Student Welcome Letter*. This letter emphasizes that candidates seeking a degree that leads to certification in a College of Education program, or in a College of Arts and Sciences program with a minor in Education, are required to get an ABI/FBI fingerprint clearance during the **first semester**. Fingerprint clearance is required to successfully submit an online field experience application for courses requiring field experience and prior to TEP Admission.

ABI/FBI Clearance Procedure:

If you hold an Alabama substitute license or a letter of suitability for employment in a school system, please email Mrs. Sharron Woods with this information. (We do not accept DHR letters of suitability for students placed in K-12 school settings.)

Contact Information:

Mrs. Sharron Woods
256-216-6602
sharron.woods@athens.edu

STEP 1 – REGISTRATION

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

Option 1 - Online Registration – <https://www.aps.gemalto.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

- Gemalto 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 cashier's check in the amount of \$56.15 made out to Gemalto Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID. Submit fingerprint cards to:

Gemalto Cogent
ALSDE Cards Scan
639 North Rosemead Boulevard
Pasadena, CA 91107

STEP 2 – PAYMENT

Fingerprint Fee approx. \$45-\$50 (subject to change)

- Applicants are responsible for payment & 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
 - Payment must be made out to **Gemalto Cogent**
 - Payment amount for ALSDE fingerprinting is \$48.15.

STEP 3 - FINGERPRINTING

Visit any Gemalto Cogent fingerprint location in Alabama. See *Print Locations & Hours* at <https://www.aps.gemalto.com/AL>

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

STEP 4 – Email Confirmation

After the actual fingerprinting process has been completed at the fingerprint location, all certification seeking students must submit an email verifying completion of Step 3.

Email the following information to Mrs. Sharron Woods, Sharron.woods@athens.edu

Subject Line – Fingerprint Step 3 Completed

Message

Name

Athens State student ID number

Statement: I completed Step 3 of the fingerprinting process on ____ . (Include the actual date of completion.)