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](https://www.cogentid.com/AL).

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](https://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

- 3M 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 $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

- 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 3M Cogent
  
  - Payment amount for ALSDE fingerprinting is $49.10

**STEP 3 - FINGERPRINTING**

Visit any 3M Cogent fingerprint location in Alabama. See Print Locations & Hours at [https://www.cogentid.com/AL](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](https://www.cogentid.com/AL).

The UPS Store, Brundidge Street,  
Troy, AL - or -  
Healthlink Paramedical Services,  
2956 Ross Clark Circle, Dothan, AL