

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>

- 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 cashiers 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 \$~~49.65~~^{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>

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