

Cottage Hill Christian Academy

Required Background Check Instructions

Log onto cogentid.com

Click on The Alabama Seal (it will advance to the next page)

Click on Department of Education Seal (it will advance to the next page)

Click on (under Registration) Register Online (it will advance to the next page)

Check the box: "I have read and accepted this term."

Click on Continue (it will advance to the next page)

Application Type

Click on the

Question1: Click on

Private School List

Enter Identification

Click on

Employment in a classified position

Private

Cottage Hill Baptist School (our campus address)

(Enter only one ID)

Next (it will advance to the next page)

Click on and enter all information requested

Click on Next (it will advance to the next page)

Review information

Click on Next (it will advance to the next page)

Enter all information requested

Click on Pay

Please print two copies of your work order receipt, one to turn in with your application and one to take with you to be fingerprinted.

-OVER-

Cogent fingerprint Locations in Mobile, AL

SITE INFORMATION

Primary Service Location Address	UPS Store #2422 4354 Old Shell Rd Mobile, AL 36608
Hours of Operations	Mon-Fri 8:00-6:30 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)	251-460-0600 Please see www.cogentid.com/AL 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	

SITE INFORMATION

Primary Service Location Address	AIM Mail Centers #153 6300 Grelot Road, Suite G Mobile, AL 36609
Hours of Operations	Mon-Fri 9:00-6:00, Saturday 10:00-3:00 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)	251-666-6432 Please see www.cogentid.com/AL 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	