

## Fingerprinting

**All Athens State University education majors must be fingerprinted and cleared by ABI/FBI for the Department of Education during their first semester. It is a requirement for completion of ED301 courses.**

**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** – [www.cogentid.com/AL](http://www.cogentid.com/AL) or [www.cogentid.com/alabama](http://www.cogentid.com/alabama)

- DO NOT use [www.cogentid.com/al](http://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 \$62.15 made out to Cogent Systems. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID. Submit fingerprint cards to:
  - Cogent Systems  
ALSDE Cards Scan  
5450 Frantz Rd, Suite 250  
Dublin, OH 43016

### **STEP 2 - PAYMENT**

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**Fingerprint Fee is \$54.15**

- 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 \$54.15

### **STEP 3 - FINGERPRINTING**

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