

Fingerprinting

All Athens State University education majors must be fingerprinted and cleared by ABI/FBI for the Department of Education at the beginning of the first semester of enrollment.

- Fingerprint clearance is required to successfully submit an online field experience application for courses requiring field experience.

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

For additional information contact Mrs. Sharron Woods, sharron.woods@athens.edu , Office: 256-216-6602.

FINGERPRINTING Procedures: (4 STEPS)

STEP 1 - Registration

Register prior to arriving at a fingerprint location.

Option 1 - Online Registration

Go to the following website to register online:

– www.cogentid.com/AL or www.cogentid.com/alabama

DO NOT use 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

Call (866)989 -9316

(Cogent encourages ALL applicants to register online.)

Option 3 – Out of State Registration

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 \$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

Fingerprint Fee - \$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 – Go to the self requested fingerprint location and submit your fingerprints for review for the ABI/FBI background clearance check.

STEP 4 – EMAIL Mrs. Woods.

All Athens State University education majors must submit an email to Mrs. Sharron Woods, sharron.woods@athens.edu , after the actual fingerprinting process has been completed at the fingerprint location, (Completion of STEP 3).

Email the following statement to Mrs. Woods.

Subject Line – Fingerprint Step 3 Completed

Message – *I have completed Step 3 of the fingerprinting process on (actual date). Include your student name and ASU student number in the message.*

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