FORM AAPS

Alabama Applicant Processing Service (AAPS)
Fingerprinting Overview

Applicants must register on-line prior to arriving at the fingerprint location

STEP 1 - REGISTRATION

Option 1 - Online Registration – https://www.aps.gemalto.com/al/index_adeNew.htm
- o 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
- o Gemalto encourages ALL applicants to register online.
- o 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**
- o Out-of-State applicants may submit a completed fingerprint card AND a money order or cashiers check in the amount of $56.15 made out to Gemalto Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID on the back of the fingerprint card.
  For more information, visit the following link: https://www.aps.gemalto.com/al/AL_Documents/AL_Cardscan.htm

  Submit fingerprint cards to:
  - ➢ AL Card Receiver
    Gemalto Cogent
    2964 Bradley Street
    Pasadena, CA 91107

STEP 2 - PAYMENT

Fingerprint Fee is $48.15

- o Applicants may pay online during registration using a debit or credit card
- o No cash, credit card or business checks are accepted at the fingerprint locations.
- o Applicants may pay at the fingerprint site with money order or cashier check
  - ▪ Payments must be made out to **Gemalto Cogent**
  - ▪ Payment amount for ALSDE fingerprinting is $48.15

STEP 3 - FINGERPRINTING

Visit any Gemalto Cogent fingerprint location in Alabama.
See *Print Locations & Hours* at https://www.aps.gemalto.com/al/index_adeNew.htm

Bring valid identification.
See *What to Bring; ID Verification* at https://www.aps.gemalto.com/al/index_adeNew.htm

SITE LOCATIONS FOR FINGERPRINTING

Service Location Address	**AIM Mail Centers #153** 6300 Grelot Road Suite G Mobile, AL 36609 Winn-Dixie Shopping Center Hillcrest and Grelot Roads
Hours of Operations	Mon-Fri 9:00-5:00, Saturday 10:00-2:00 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 https://www.aps.gemalto.com/al/index_adeNew.htm 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.

Service Location Address	**UPS Store #2422** 4358 Old Shell Rd, Suite B 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 https://www.aps.gemalto.com/al/index_adeNew.htm 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.