

# Alabama Applicant Processing Service (AAPS)

## Fingerprinting Overview

### STEP 1 - REGISTRATION

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.aps.gemalto.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

- Gemalto 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 cashier's check in the amount of \$54.90 made out to Gemalto Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID. Submit fingerprint cards to:

ALSDE Cards Scan  
APS Department #165  
2964 Bradley Street  
Pasadena, CA 91107

### STEP 2 - PAYMENT

#### Fingerprint Fee is \$48.15

- 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 **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.qa.aps.gemalto.com/AL>

Be sure to bring valid identification with you to the print location. See *What to Bring* at <https://www.qa.aps.gemalto.com/AL>