

COGENT SYSTEMS FINGERPRINTING INSTRUCTIONS

STEP 1 - REGISTRATION

Alabama applicants **MUST** be registered online prior to arriving at a fingerprint location

Option 1 - Online Registration – https://www.aps.gemalto.com/al/index_adeNew.htm

- 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.

STEP 2 – PAYMENT

Fingerprint Fee is \$46.90

- 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 **\$46.90**

STEP 3 – FINGERPRINTING LOCATIONS

Butler County Board of Education

Contact: Mary Till, Transportation Department

***Please call to schedule in advance: 334-382-2665, ext. 3900 or contact via e-mail – mary.till@butlerco.k12.al.us**

211 School Highlands Road
Greenville, AL 36037

BRING IDENTIFICATION – ACCEPTABLE DOCUMENTS

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

However, in the absence of a new driver's license applicants may provide one or more Secondary Documents including:	Secondary Documentation must be supported by at least two of the following:
<ul style="list-style-type: none">● State Government Issued Certificate of Birth● US Active Duty/Retiree/Reservist Military ID Card (000 10-2)● Passport● Social Security Card● Certificate of Citizenship (N560)● Certificate of Naturalization (N550)● INS I-551 Resident Alien Card Issued since 1997● INS 1-688 Temporary Resident Identification Card● INS I-688B, I-766 Employment Authorization Card	<ul style="list-style-type: none">● Utility Bill (Address)● Voter Registration Card● Vehicle Registration Card/Title● Paycheck Stub with Name/Address● Cancelled Check or Bank Statement