

Fingerprinting Process

Site Information

Call and schedule an appointment

Noccalula Academy, LLC
1223 Noccalula Road
Gadsden, AL 35904
256-442-4960
Monday-Friday
6:30 am – 5:30 pm

***For other locations closest to you visit registration website and select *Locations & Hours*

Step 1 – Registration

Option 1 - Online registration – <https://www.aps.gemalto.com/AL> (case sensitive)

Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CAN NOT be corrected and is the responsibility of the applicant. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

Option 2 – Telephone registration – 866-989-9316

*Step by step instructions attached

Step 2 – Payment

Fingerprint fee is \$48.15 (in-state applicants); \$56.15 (out-of-state applicants)

Applicants may pay online during registration using a debit or credit card.

Applicants may pay at the fingerprint site with money order or cashiers check. Payments must be made to Gemalto Cogent. No cash, credit card or business checks are accepted at the fingerprint locations.

Identity Information

Primary document: valid picture identification document (drivers license)

Secondary documents:

- State Government issued Certificate of Birth
- Military ID card (000 10-2)
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS-I-551 Resident Alien Card issued since 1997
- INS-I-688 Temporary Resident Identification Card
- INS-I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility bill (address)
- Voter Registration card
- Vehicle Registration card/title
- Paycheck stub with name/address
- Cancelled check or bank statement

If you have any questions, please call Franchesca Rivera (256-549-2948) or Karla Smith (256-549-2907)

Click below for information pertaining to background checks for:



Board of Nursing



Department of Education



Department of Human Resources



Department of Insurance



Real Estate Commission

General Information

[Fingerprinting Overview](#)

[Reprints/Rejections/Resubmissions](#)

[Fingerprint Cards - Out of State only](#)

Print Site Locations

[Print Locations & Hours](#)

[What to Bring; ID Verification](#)

[Proof of Transaction \(Receipts\)](#)

FAQ's

[Who to Call](#)

[FAQs - Answers to Common Questions](#)

[W9](#)

Registration

[Registration Procedures](#)

[*Register Online*](#)

[Modify Registration](#)

[Cancel Registration](#)

[Registration Status](#)

Agency Use

[Agency Billing Agreement](#)

[Login](#)

Site Use

[Login](#)

[Want to be a public fingerprint site?](#)

AFFIDAVIT FOR RELEASE OF INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to conduct a criminal history background check and to release my criminal history information to the State Superintendent of Education. I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Law Enforcement Agency and its officers and agents from any and all claims, actions, or causes of action which may arise as a consequence of the release of the criminal history information as authorized herein.

If I am an applicant for certification or licensure, or if I am a certified or licensed applicant for employment in a public school, or an applicant for employment at a nonpublic school, or an applicant for a teacher education program, then I understand that the State Superintendent of Education shall provide a suitability determination based on the State Bureau of Investigation and Federal Bureau of Investigation criminal history background information reports.

If I am applying for employment in a non-certified or non-licensed position in a public school then I understand that my potential employer will be notified of my confirmed convictions and pending charges.

I understand that I may be denied employment, unsupervised access to children, the opportunity to serve, or certification or licensure based upon the information contained in the criminal history background information check.

I understand that a refusal to consent to a criminal history background check will result in me not being hired or, if applicable, me not being certified or licensed.

I am aware that I have the right to obtain a copy of the background check report and to challenge its accuracy and completeness. The procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, CFR, § 16.34. I also have a right to obtain a prompt determination as to the validity of such challenge before a decision to retain or hire is made by an employer. Officials making such a determination should not make a decision regarding my license or employment based upon information in the record until I have been afforded a reasonable time to correct or complete the record, or have declined to do so. An individual may Challenge or Appeal any portion of his or her own Alabama Criminal History Record Information (CHRI) maintained by the Alabama Law Enforcement Agency (ALEA) Criminal Records and Identification Unit that he or she believes to be inaccurate. To submit a challenge regarding CHRI provided by the ALEA, Criminal Records and Identification Unit, please call ALEA at (334) 353-4340 or follow the instructions found [here](#).

I understand that I am entitled to due process in accordance with applicable statutes prior to any possible adverse action taken as a result of information reported from a criminal history background check.

Payment of fingerprint fees and submission of fingerprints shall be deemed further positive affirmation of my intent to have a fingerprint based criminal history background check performed as authorized above.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine

Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



I have read and accepted these terms. ([Print terms](#))

Electronic Signature

Type Name

Continue

Cancel

Applicant Registration
Step 1 - Please Select Application Type

Application Type *

- ☐ Certification as an Educator - Alabama Child Protection Act of 1999, as Amended.
(Check here if you are applying for initial Professional Educator certification in Alabama, renewing a valid Professional Educator's Certificate, or reinstating an expired Professional Educator's Certificate.)
- ☐ Admission to a Teacher Education Program - Ala. Code § 16-23-16.2 (1975).
(Check here if you attend an Alabama College or University and are being fingerprinted for admittance to a Teacher Education Program.)
- ☐ Substitute Teacher License - Alabama Child Protection Act of 1999, as Amended.
(Check here if you are being fingerprinted for the purposes of obtaining a Substitute Teacher's License in Alabama.)
- ☒ Employment in a classified position - Alabama Child Protection Act of 1999, as Amended.
(Check here if you are seeking employment in a non-certified/licensed position. Examples may include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, contractor, etc.)
- ☐ Employment as a school bus driver - Alabama Child Protection Act of 1999, as Amended.
(Check here if you are seeking employment as a school bus driver.)

Next

Note: Highlighted fields are required and marked by a *.