**Fingerprint Procedures**

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| Applicants are responsible for their **own** registration.                                 Processing fee: $51.40 (approximately) |

**STEP 1 - REGISTRATION**

Information and Registration regarding fingerprinting can be obtained at the Cogent Website:

[**www.cogentid.com/AL**](http://www.cogentid.com/AL)

select Department of Education

 or

Google Cogent, select Alabama, select Dept. of Education

Your application Type: Admission to a Teacher Education Program/Internship

(You must select this type to receive a Suitability Letter)

**Print copy** of your registration receipt and take it with you when you get physical fingerprints done.

**STEP 2 - PAYMENT**

Fingerprint Fee is $51.40 (approximately)

* 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 US Postal money order or cashier check only

§         Payments must be made out to **3M** **Cogent**

§         Payment amount for ALSDE fingerprinting is $51.40 (approximately)

**STEP 3 - FINGERPRINTING**

Visit any Cogent fingerprint location in Alabama.

              See *Print Locations & Hours* at [www.cogentid.com/AL](http://www.cogentid.com/AL)

Take valid photo identification and registration receipt.