

Background Check

Instructions

State of Alabama law requires you to have a background check before being able to work in the Clarke County Public School System. This involves fingerprinting procedures at the expense of the employee. The total cost is \$58.15.

Step One: You must register on the following website:

https://www.aps.gemalto.com/al/index_adeNew.htm. Once you access the website you will click on "Register Online". You can pay the fee online (\$48.15) or wait and take a money order or cashier check when you get the fingerprinting done.

Step Two: Once you have completed the registration process you will print your confirmation page and take it with you to Jackson Record & Sound (221 Commerce St., Jackson, AL 36545). They are open M-F, 8:00-5:00. At this time you will also pay a processing fee of \$10 to Jackson Record and Sound. They will give you a confirmation showing proof of fingerprinting.

Step Three: Send your confirmation of fingerprinting to Elissa Brown at the Central Office. You can send it via our interoffice mail from your school if necessary.