

Background Clearance Information

The Limestone County Schools Board Policies GBD and GCD requires successful passing of a criminal background check prior to employment with the Limestone County Schools.

How do I register for Fingerprinting/Criminal Background Check?

Applicants living in Alabama should follow the instructions regarding the fingerprinting process through [Cogent Systems](http://www.cogentid.com/AL) at www.cogentid.com/AL or by calling (866) 989-9316 (toll free). The current cost of fingerprinting for Alabama residents is \$51.40.

Applicants living outside of Alabama who are not able to report to a designated fingerprint site in Alabama are to go to the [Cogent Systems Web](http://www.cogentid.com) site to register online. The applicant will then contact this Office at (334) 353-8567 or e-mail tcert@alsde.edu to request two fingerprint cards.

Once the fingerprint cards are received, the applicant will need to contact a local law enforcement agency outside of Alabama to be fingerprinted on the cards received from this Office. After being fingerprinted, the applicant will send one completed fingerprint card and a money order or cashier's check in the amount of \$59.40 made payable to Cogent Systems to the following address: 3M Cogent Inc. / 5025 Bradenton Ave. / Suite A / Dublin, OH 43017. The applicant should keep the second completed fingerprint card in case a reprint notice is received from Cogent Systems.

A list of fingerprint locations established in Alabama can be found on the [Cogent Web page for Alabama](#) under the "Print Site Locations" tab.