FINGERPRINT CLEARANCE

ALL University of North Alabama education majors must secure background suitability clearance from the Alabama State Department of Education (ALSDE) based on ASBI/FBI fingerprints. Suitability clearance must be secured prior to registering for any education courses which include clinical experiences.

Step 1: Register
2. BEFORE arriving at the fingerprint location, you must register and pay for your fingerprint appointment.
   • The fingerprint-scanning fee is currently $48.15, $56.15 for out-of-state applicants.
3. Applicants should print one (1) copy of the applicant registration receipt to take to the fingerprint appointment.
   • NOTE—Do not bring the receipt to the Office of Educator Preparation.

Step 2: Get Fingerprinted
The Cogent fingerprinting site closest to UNA is Central Mail Stop.
Central Mail Stop • (256) 712-5610 • 11385 Hwy 20, Florence, AL 35630 • http://www.centralmailstop.com/
Mon-Fri 7:30am to 4:00pm.

1. Take one copy of your fingerprint registration receipt to the Central Mail Stop fingerprinting office.
   • Make sure you bring a state-issued photo ID to the appointment.
2. Central Mail Stop will take your fingerprints and transmit them electronically to the Alabama State Department of Education. It usually takes 2-3 days for the ALSDE to receive your clearance.

Step 3: Confirm Clearance
1. In 7-10 days, you should receive a letter from the Alabama State Department of Education.
2. Bring your Mane Card and the ORIGINAL letter from ALSDE to the Office of Educator Preparation in Stevens Hall Suite 510.
3. We will make a copy of the ALSDE letter and give the original back to you.
   • It is your responsibility to keep up with the original ALSDE clearance letter. You will NOT be able to get a copy from the Office of Educator Preparation.
4. Allow a minimum of two hours in order post the information and clear you in the University system.

If you have any questions, please contact the Office of Educator Preparation.
educatorprep@una.edu
256.765.4631

Directions to Central Mail Stop on back...
<table>
<thead>
<tr>
<th></th>
<th>University Of North Alabama</th>
<th>Miles Per Section</th>
<th>Miles Driven</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Cramer Way, Florence, AL 35630 (256) 765-4608</td>
<td>Go 0.01 Mi</td>
<td>0.01 mi</td>
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<tr>
<td></td>
<td>Add a Note</td>
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<tr>
<td></td>
<td>1. Start out going NORTHEAST on CRAMER WAY toward N WOOD AVE.</td>
<td>Go 2.2 Mi</td>
<td>2.2 mi</td>
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<tr>
<td></td>
<td>2. Take the 1st LEFT onto N WOOD AVE. If you are on NELLIE AVE and reach PROSPECT ST you've gone a little too far</td>
<td>Go 2.7 Mi</td>
<td>4.9 mi</td>
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<tr>
<td></td>
<td>3. Turn LEFT onto COX CREEK PKWY / AL-133. COX CREEK PKWY is 0.1 miles past FAIRGROUND RD</td>
<td>Go 5.9 Mi</td>
<td>10.8 mi</td>
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<tr>
<td></td>
<td>4. Turn RIGHT onto AL-20 W. AL-20 W is 0.5 miles past LEWIS BRUCE LN</td>
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<tr>
<td></td>
<td>5. 11385 HIGHWAY 20. Your destination is just past CR-234. If you reach CR-6 you've gone about 0.9 miles too far</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Central Mail Stop 11385 Highway 20, Florence, AL 35633 (256) 766-1825</td>
<td>10.8 mi</td>
<td>10.8 mi</td>
</tr>
</tbody>
</table>

Total Travel Estimate: **10.80 miles - about 14 minutes**