All students are required to complete a criminal background check before entering their field placement. If you will complete your field placement outside of Alabama, please contact the Field Office at fieldoffice@sw.ua.edu for instructions. If your field placement will be in Alabama, please follow the instructions below (in order):


☐ In the opening paragraph, click on the 3M Cogent link. Click on the Department of Human Resources icon. Under the Registration heading, click Register Online. Agree to the Release of Information.

☐ Agree to the Criminal History Notice

☐ Electronically sign (type your name)

☐ Fill out the application.

☐ For category, select Volunteer Work.

☐ For Reason to Fingerprint, select Internship.

☐ Click “Lookup” for the DHR Requesting Agency. Type in University of Alabama in the Agency Name search bar. We are the only agency that appears. Not doing this may cause a delay in your results.
If the answer to Question 2 in the Criminal History Statement is No, put the current date. Below the question. Pay the fee.

*Print out the resulting form. This form will have a Registration ID (REG ID) Take the form you just printed, to the nearest fingerprinting location. Find the nearest location and then click on your region to see locations. Bring your unexpired driver’s license to the location for verification. Be fingerprinted and you’re finished!

*The form you printed after registering online will link your fingerprints to your account. There is no mailing involved.

**Points to Consider**

- Be sure to correctly fill out the Category (Volunteerism), Reason to Fingerprint (Internship), and Requesting Agency (The University of Alabama School of Social Work). Incorrectly answering these will cause a delay in your results.
- You will receive a letter of suitability in the mail, and the Field Office will contact you later with instructions on how to load this letter into the SWIS database. It is your responsibility to get the materials filled out, fingerprints made, fees paid, and all documents mailed to the proper authorities.
- The resulting suitability letter must be uploaded before you can begin your field placement. Some agencies require a background check before they will accept an intern. **It can take 6-8 weeks for background checks to be reviewed and cleared.** Given the potential two-month process, we advise you begin as soon as possible.

If you have any further questions, please contact the Field Office at fieldoffice@sw.ua.edu.