In-State Background Checklist

All students are required to complete a criminal background check before entering their field placement. If you will complete your field placement outside 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 Gemalto website link.
- Click on Alabama icon
- Click on the Department of Human Resources icon (2nd Icon - NOT Education)
- 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.
    - 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
To find your nearest location, visit https://www.cogentid.com/al/index_dhrNew.htm, then click on your region to see locations.

- Bring your unexpired driver’s license to the location for verification.

- Be fingerprinted
- 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**

1. 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.

2. You will receive a letter of suitability in the mail. Scan and upload this letter to your application in SWIS. It is your responsibility to get the materials completed, fingerprints made, fees paid, and all documents to the proper authorities.

3. Some agencies require a background check before they will accept an intern, and it can take 6-8 weeks for background checks to be reviewed and cleared. Given the potential two-month process, we advise that you begin as soon as possible.

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