

# Background Checklist



## 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](mailto:fieldoffice@sw.ua.edu) for instructions. **If your field placement will be in Alabama, please follow the instructions below (in order):**

- Go to [www.dhr.alabama.gov/quicklinks/Criminal\\_History.aspx](http://www.dhr.alabama.gov/quicklinks/Criminal_History.aspx).
- In the opening paragraph, click on the **Gemalto website** link.
- Click on **Alabama** icon
- Click on the **Department of Human Resources** icon (2<sup>nd</sup> 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](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 [d1mccall@ua.edu](mailto:d1mccall@ua.edu).