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 Gemalto’s Website Here. 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 **fieldoffice@ua.edu**