

Fingerprinting/Background Check Procedures

Employees, Interns & Volunteers:

- Payment can be made by Credit Card or Money Order (**Made Payable to Cogent Systems**) in the amount of **\$51.25**

Instructions for Money Order Registration and/or Credit Card Payment:

Please visit: <https://www.aps.gemalto.com>

Click **Florida**

Click **Florida Schools For teachers, contractors, admins, volunteers, etc.**

A new page will open up and employees will have to click **Register Online**

On the registration form, employees will need to fill out all the **highlighted** information including their **social security** number (which is not highlighted.)

* For county, make sure you select **Flagler** *CRI

Literal:

- **All Employees, Coaches & Interns & Volunteer Coaches** must select **FL931191Z**

When finished, click next to verify all information and make sure it's all correct.

If paying with a Credit/Debit Card, you will continue on for the payment process.

When completed with registration, make sure you bring your receipt with you for fingerprinting.

Our Human Resources Office is located:

1769 E Moody Blvd

Bldg #2

Bunnell, 32110

386-586-2396 X1164- Joshua Walker

Fingerprinting Hours: by appointment only