

IN-STATE APPLICANT FOR EMPLOYMENT, LICENSURE, or PRE-SERVICE TEACHER paying for your own state and federal criminal records check, follow these steps:

APPLICANT IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	ONLINE LINKS (All links may be found by going to arkansased.org, click on "E", then click on "Educator Licensure Unit", then on "Background Check Requirements")
<p>"APPLICANT"</p> <ul style="list-style-type: none"> For Licensure (first license, reciprocity, renewal, pre-service teacher) For Classified Employment For Licensed - Transfer of Employment 	<p>STEP ONE</p> <p>Read the instructions given on the Online Payments for ASP and FBI document.</p> <ul style="list-style-type: none"> Pay online with a debit or credit card. Print the receipt. 	<p>Online Payment Instructions: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Instructions_for_payment_for_online ASP_and_FBI_background_checks_revised_10_03_2016.pdf</p> <p>Online Payment Webpage: www.ar.gov/ADEbackground</p>
	<p>STEP TWO</p> <p>Complete the ONLINE CONSENT FORM.</p> <ul style="list-style-type: none"> Print the form when completed. (The applicant may download the form to a mobile device.) 	<p>Online Consent Form: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx</p>
	<p>STEP THREE</p> <p>Go to a live scan fingerprinting location* for fingerprinting, and bring with you:</p> <ul style="list-style-type: none"> A copy of the receipt with the transaction number (an electronic copy is acceptable) A copy of the Online Consent Form (an electronic copy is acceptable) Your government-issued photo ID 	<p>List of Live Scan Locations: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Live_Scan_Locations_01_17_2017.pdf</p> <p>Map of Education Service Cooperatives: http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/background_checks/Map_of_Education_Service_Cooperatives.pdf</p>

* Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.

* If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the applicant must obtain an **ADE preprinted fingerprint card**. **NO OTHER FINGERPRINT CARD IS ACCEPTED**. If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.

* If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.