BACKGROUND CLEARANCE DIRECTIONS

1) Go to https://www.aps.gemalto.com/index.htm

2) For **out of state** applicants go to **GENERAL INFORMATION** and click on *Fingerprint Cards-Out of State only*, then follow the instructions

   For **in state** applicants:

   1. Go to **REGISTRATION** and read through the *Registration Procedures*
   2. Complete the registration form which is in *Register Online*
   3. Go to **PRINT SITE LOCATIONS** for locations, hours, and information regarding what to bring with you

3) Print the *Proof of Transaction Receipt*, which is under **PRINT SITE LOCATIONS**