



Payment Instructions for Online Arkansas State Police and FBI Background Checks ONLY

1. Go to www.ar.gov/ADEbackground
2. Choose a School District (if unknown select Arkansas Department of Education)
3. Reason Fingerprinted - be **sure to choose the correct reason**

Choose Reason

Choose Reason

Education, Licensed (Teacher) Renewal

Education, Classified Employees

Education, Fiscal Officer

Education, Licensed (Teacher) Transfer of employment

Education, Licensed (Teacher) 1st time applicant

4. Enter email address and click **Submit** button to go to the next page.
5. Fill in all required fields.
6. Complete payment summary page and click **Confirm** button.
7. After verifying the information click the **Submit** button to complete the transaction.
8. A printable receipt with a transaction number at the bottom will appear (example shown below).
The Live Scan Site must have this transaction number to complete the FBI fingerprinting.
9. Complete the Consent Form and sign it at the Live Scan Site location.
10. Government Issued Photo ID is required.
11. Total cost is \$40.50 for both the ASP and FBI background checks.
12. Debit or Credit Cards Only may be used.

Example of Receipt

Thank you. Your payment is complete.

Within 14 days you must present the transaction number below at time of fingerprinting (or this submission will expire and another payment will be required)

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Payment Summary

Amount Paid: \$38.50

Arkansas.gov Total: \$40.50

Payment Status:**Complete**

Order Date/Time:07/16/2014 03:59:38 PM

Confirmation Number (Order Id):20140716150910586

Name on card:Karli Saracini

Email Address:karli.saracini@arkansas.gov

Phone Number:(501)683-2462

Billing Address:PO Box 62

Little Rock, AR 72201

US

Transaction Number:EDC013314336