



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

1. Go to www.ar.gov/ADEbackground
2. Choose a School District or if unknown or not applicable select Arkansas Department of Education
3. Reason Fingerprinted-**make sure you 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. Please fill in all required fields.
6. Complete payment summary page and click confirm button.
7. After verifying your information click the submit button to complete the transaction.
8. A printable receipt (example shown below) will appear with a transaction number at the bottom. The Live Scan Site must have this transaction number to complete the FBI fingerprinting.
9. Once you have a made your payment, **bring your receipt from the online payment**, which has a transaction number and a **Government Issued Photo ID to the Live Scan site**, located in Arkansas ONLY. [Map of Live Scan sites](#).
10. Total cost is \$37.00 for both the ASP and FBI background checks
11. Debit or Credit Only

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

Current BG check fees:		
State BGC	\$22.00	Amount Paid: \$35.00
FBI BGC	\$13.00	Arkansas.gov Total: \$37.00
INA Transaction Fee	\$2.00	

Payment Status: Complete

Order Date/Time: 10/01/2016 05:44:46 PM

Confirmation Number (Order Id): 2015016824342144

Name on card: Mary

Email Address: Mary.Lamb@email.com

Billing Address: 101 Main Street
Lost Lamb, AR 70001
US

Transaction Number: EDC123456789

[Print Receipt](#) [Exit](#)