



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

1. Go to www.ar.gov/ADEbackground
2. Choose a School District or if unknown 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. Complete Consent Form and sign at Live Scan Site location
10. Government Issued Photo ID required.
11. Total cost is \$39.75 for both the ASP and FBI background checks
12. 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.

Correct BG check fees
State BG \$22
FBI BG \$15.75
INA transaction fee
\$2.00

Payment Summary

Amount Paid: **\$37.75**

Arkansas.gov Total: \$39.75

Payment Status: **Complete**

Order Date/Time: 01/30/2015 05:44:46 PM

Confirmation Number (Order Id): 20150130162452144

Name on card: Dina
Email Address: dina.pruitt@ark.org
Phone Number: 5016832447
Billing Address: 100 Main Street
Little, AK 72201
US

Transaction Number: EDC013314432

Print Receipt Exit