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

1. Go to [www.ar.gov/ADEbackground](http://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 dropdown]

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 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**

![Example Receipt Image]