

Alabama AAPS Agency Billing Agreement

Agency Billing is a voluntary, direct billing service provided to AAPS agencies by Gemalto Cogent.

- Once an account has been established, the requesting AAPS agency will be invoiced monthly for applicant background checks processed under their account.
- **To qualify for Agency Billing, an agency must accumulate at least \$500 per month in fingerprint transactions.**
- Accounts falling below this amount will be suspended accordingly.
- If your agency anticipates your transaction volume will not meet the \$500 monthly minimum requirement, Gemalto Cogent offers this service for an annual fee of \$200.
- This fee must be paid before you request an account. Please make check out to "Gemalto Cogent" and mail to: Gemalto Cogent, Inc. P.O. Box 845552 Dallas, TX 75284-5552.

Agencies that meet the \$500 minimum (or have mailed the \$200 service fee) may email the completed form to agencyenrollmentforms@gemalto.com or mail to Gemalto Cogent Inc, 639 North Rosemead Blvd, Pasadena, California 91107 Attn: Agency Pay.

Please print your agency's information below, completing ALL fields (including e-mail address):

Agency Details (Mandatory)					
Agency Name					
EIN Number					
Agency Contact (Mandatory)					
Address					
City		State		Zip Code	
Contact Name					
Contact Telephone					
Contact Fax					
Contact Email					

Agency Billing Account

By checking the Agency Billing Account check box and signing below, your agency confirms one of the following:

1. You will accumulate over \$500 per month in transactions
2. You have mailed payment of the \$200 service fee to Gemalto Cogent, Inc. P.O. Box 845552 Dallas, TX 75284-5552

Upon Gemalto Cogent's receipt of this form, in 3-5 business days you will receive an AGENCY ID & PASSWORD via e-mail. You will enter these codes online, during applicant registration, in order to have the transaction billed to your agency's account.

By signing below, you are also agreeing to the following terms set forth by Gemalto Cogent for Agency Billing accounts:

- Agency Billing Accounts are required to register their applicants online, or have their applicants register themselves online. Gemalto Cogent recommends that agencies limit access of their PASSWORD to trusted users.
- No telephonic registration is available for Agency Billing accounts. No registration will be processed through the Gemalto Cogent Call Center if an Agency PASSWORD is used.
- Agency Billing is a voluntary payment option. If you choose not to participate in Agency Billing applicants and agencies may still "pay as you go" with credit/debit cards or money orders.
- Agency Billing Accounts will be responsible for payment of ALL background check service charges incurred for transactions that use the Agency's ID and the Agency's PASSWORD.
- Participants acknowledge that Gemalto Cogent does not possess the means to validate who may/may not use your PASSWORD, and therefore cannot be held responsible for non-authorized fingerprint services rendered to applicants in possession of your AGENCY ID and PASSWORD.

Signature _____

Date _____