



**FBI and Arkansas State Police Background Checks ONLY**  
**Instructions-Payment**

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

- a. Choose School District: **Mayflower School District**
- b. Enter Verification Code: **2305000**
- c. Reason for fingerprinting: **(Be sure to choose correct reason)**
- d. Enter email address for receipt – Click **Submit**
- e. Complete the form
- f. Pay online with a Debit or Credit Card.
- g. Print receipt **(transaction number on receipt is required for Live Scan Site)**

**2. Complete the Online Consent Form:**

- a. <http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx>  
(form automatically uploads to the AR Dept of Ed)
- b. Select Employer: **Mayflower School District**
- c. Reason for fingerprinting: **(Be sure to choose correct reason)**
- d. Complete the form
- e. Print
- f. Bring consent form to Live Scan Site location (see #4)

**3. Required to have a Government issued Photo ID .**

**4. Go to one of the following Live Scan Site locations:**

**MUST BRING THESE ITEMS to SITE LOCATION**

**1. printed receipt, 2. copy of the Online consent form, 3. Photo ID**

- a. **Arch Ford Education Service Cooperative**
- b. 101 Bulldog Drive  
Plumerville, AR 72127  
Phone: 501-354-2269 (call for appointment)
- c. **Arkansas Department of Education** (Behind State Capitol – Bldg 4 - ask for Licensure)  
Office of Educator Licensure  
Four Capitol Mall, Room 101-A  
Little Rock, AR 72201  
Phone: 501-682-4342 (Mon.-Fri. 'except state holidays' 8:00 am-4:15 pm)