



Directions for Completing Fieldprint, Inc. **Background Clearance**

You must follow the steps below in order to complete the process successfully. Please review the '***Creating an AIM Account***' and '***Fieldprint Fingerprint Registration Instructions***' documents for detailed information on completing the process.

1. Create an AIM account, <https://aim.alsde.edu/>.
2. Complete background check registration in AIM.
3. Create a Fieldprint account.
4. Complete authorization forms, schedule appointment, and fee payment.
5. Report for fingerprint appointment.

Out-of-State Applicants:

Out of state applicants can submit fingerprints via Fieldprint's nation-wide network. If an out of state location is not convenient, an applicant will be sent fingerprint cards from Fieldprint. The completed cards should be returned to Fieldprint for processing. There is no additional fee for this service.