



Alabama State Department of Education Educator Certification Section

Registering for a Criminal History Background Check with Fieldprint

Applicants will need:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$46.20 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.

Step 1: Create an AIM Account

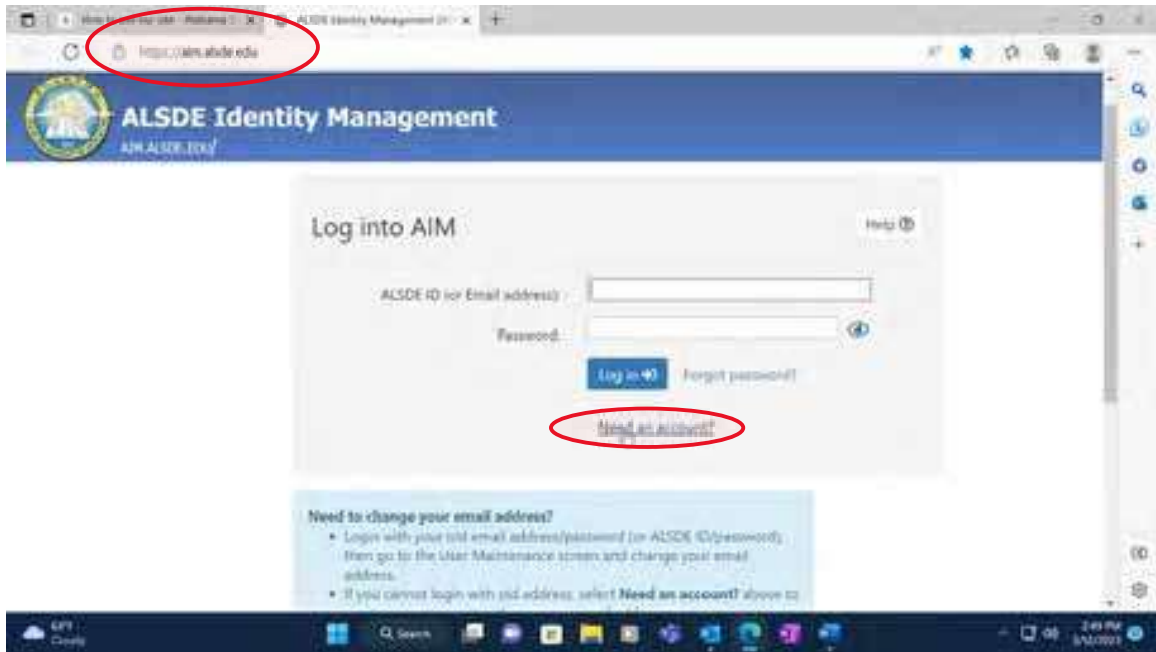
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

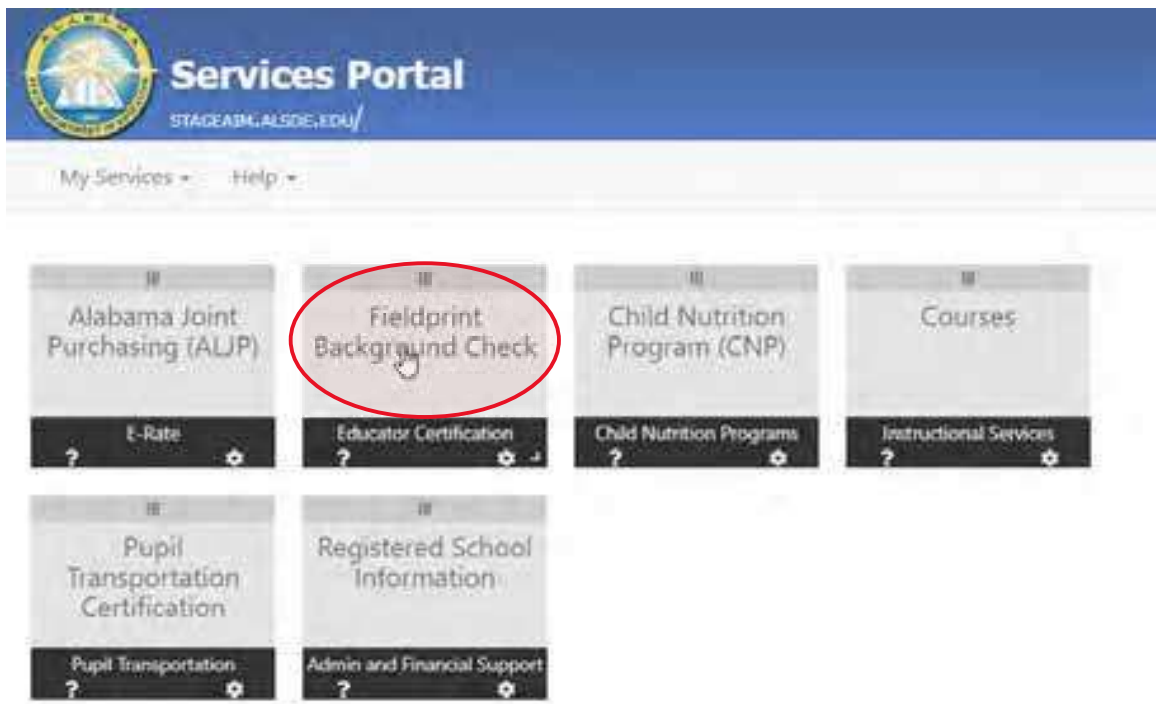
Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

1. Start by visiting our ALSDE Identity Management website at <https://aim.alsde.edu> and select “Need an account?.” Follow the prompts to complete your AIM account.
Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.



2. After AIM account is created, log in to AIM and select the ‘Fieldprint Background Check’ tile as shown below.



2.1 Press 'Set' button under Educator certification and Criminal history Background checks

AIM Demographics

The following information is required for accessing various AISDE applications, for assignment in the Education Directory, to properly update teaching certificates and beliefs, and for background checks.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

You must select an account type.

Account Type

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Account Type	Requirements	Action
Educator Certification and Criminal History Background Checks	Select this option if you: <ul style="list-style-type: none">are applying for an Alabama certificate, license, or permit,are attempting to complete a criminal history background check, orare updating personal information with Educator Certification.	<input type="button" value="Set"/>
Researcher	Select this option if you: <ul style="list-style-type: none">need access to public data applications, orare accessing data through a memorandum of understanding (MOU) with AISDE.	<input type="button" value="Set"/>
Public	Select this option if you: <ul style="list-style-type: none">need access to public data applications.	<input type="button" value="Set"/>

Note: It is the applicant's responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with Fieldprint.

2.2 Enter Race and Ethnicity details and select 'Save' and then 'Continue to Citizenship.'

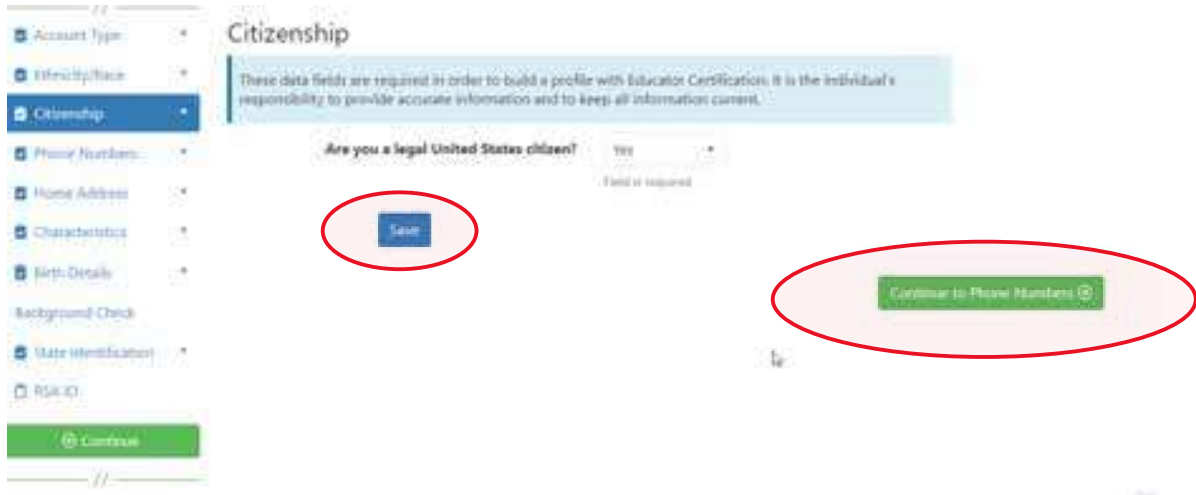
Race and Ethnicity

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race: Black or African AmerL. (Field is required)

Ethnicity: Not Hispanic/Latino. (Field is required)

2.3 Enter Citizenship details and select ‘Save’ and then ‘Continue to Phone Numbers.’



2.4 Enter Phone Number details and select ‘Continue to Home Address.’ **Note:** At least one phone number is required for registration.



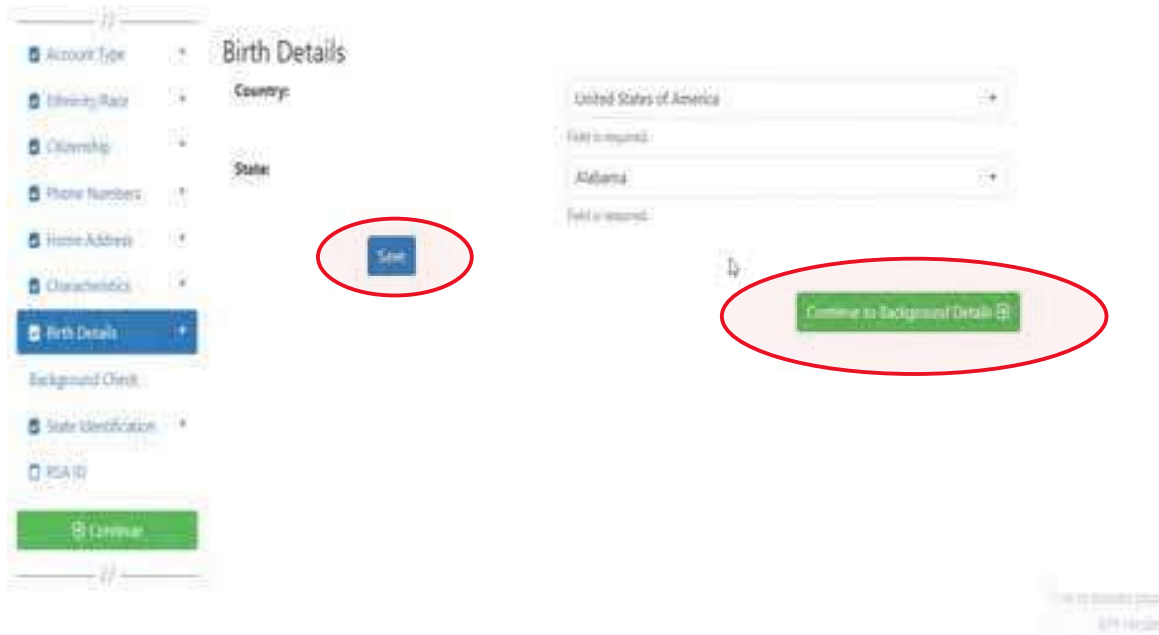
2.5 Enter/Edit Home Address details and select ‘Continue to Characteristics.’

The screenshot shows a web form titled "Home Address". On the left is a navigation menu with items: Account Type, Ethnicity/Race, Citizenship, Phone Numbers, Home Address (selected), Characteristics, Birth Detail, Background Check, State Identification, and RSA ID. The main content area has a blue header "Home Address" and a light blue box with the text: "These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current. Home address is required." Below this, there are input fields for "123 West Street", "Montgomery, AL 36116", and "US: United States of America". A blue "Edit" button is visible. At the bottom right, a green button labeled "Continue to Characteristics" is circled in red.

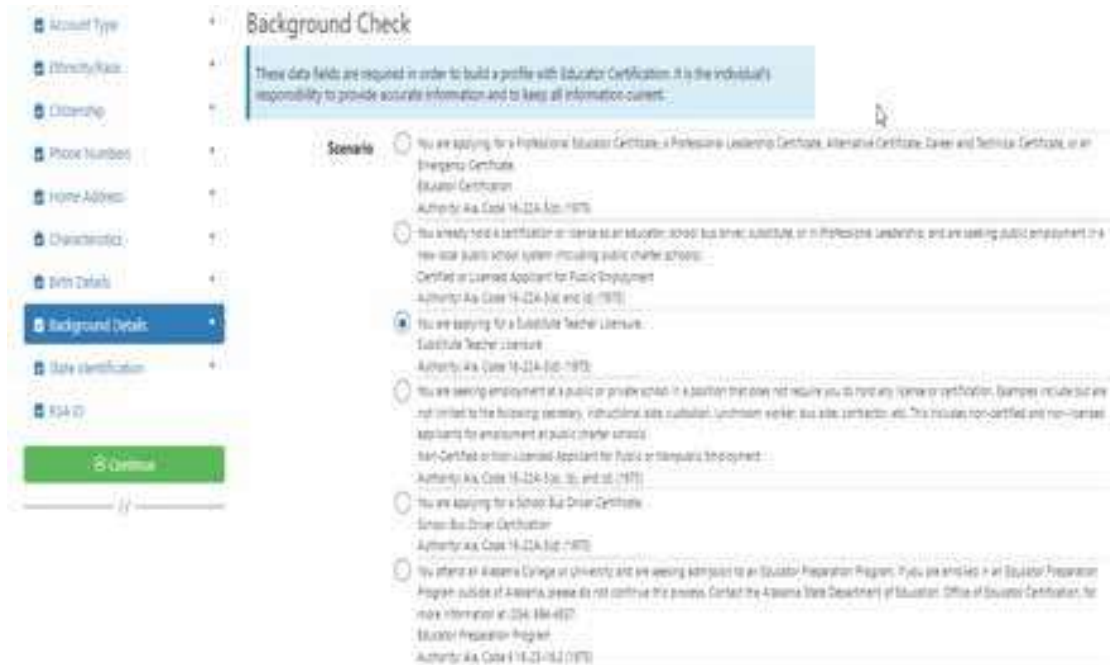
2.6 Enter Characteristics and select ‘Save’ and then ‘Continue to Birth Details’

The screenshot shows a web form titled "Characteristics". The left navigation menu is the same as in the previous screenshot, with "Characteristics" selected. The main content area has a blue header "Characteristics" and a light blue box with the text: "These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current." Below this are several form fields: "Eye Color" (dropdown menu set to "Brown", "Field is required"), "Hair Color" (dropdown menu set to "Black", "Field is required"), "Height (Feet)" (input field with "6", "Field is required"), "Height (Inches)" (input field with "11", "Field is required"), and "Weight (Pounds)" (input field with "147", "Field is required"). At the bottom left, a blue "Save" button is circled in red. At the bottom right, a green button labeled "Continue to Birth Details" is circled in red.

2.7 Enter Birth Details and select ‘Save’ and then ‘Continue to Background Details.’

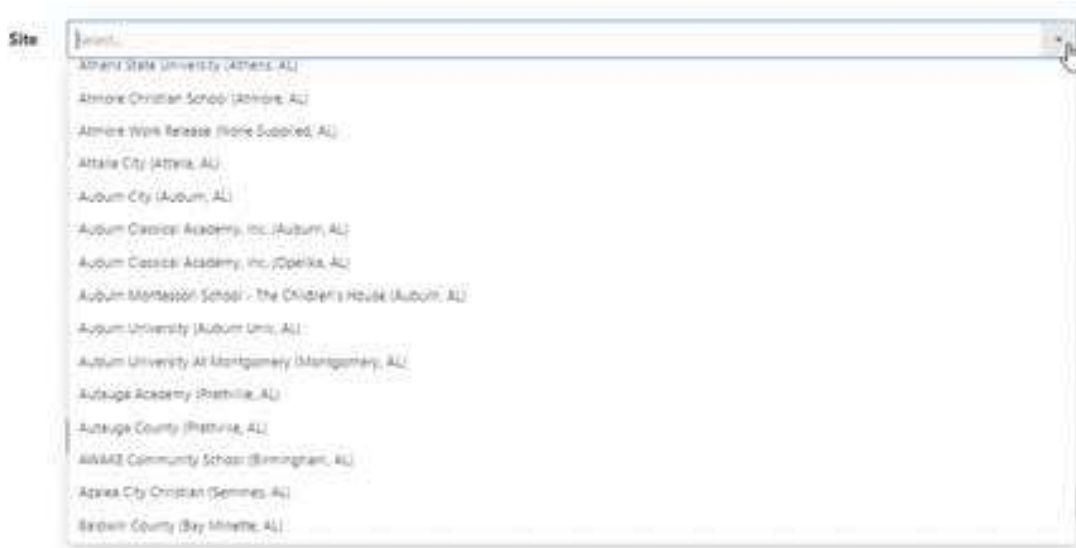


2.8.a Applicant selects the position type he or she is seeking.



2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated.

Note: Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.



2.8.c Applicant answers questions regarding convictions and then selects 'Save' and

'Continue to State Identification.' **Note:** If the applicants selects 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. A 'Yes' response **does not** prevent the applicant from completing registration.

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

Yes No

Before your suitability status can be determined, the Certification Office will need additional information. Please mail **OR** email the following information to the ALSDE Certification Office. Be sure to include you ALSDE ID# along with any information you send.

1. A copy of the case action summaries showing the judgements, convictions, and sentencing or other outcome of your cases.
2. A notarized personal explanation regarding the circumstances surrounding your cases. You should include the dates involved, the places of conviction, final outcome, and any other factors that should be considered.

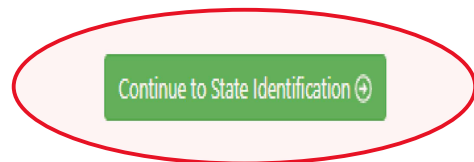
ALSDE Certification Office Mail address:

PO Box 302101

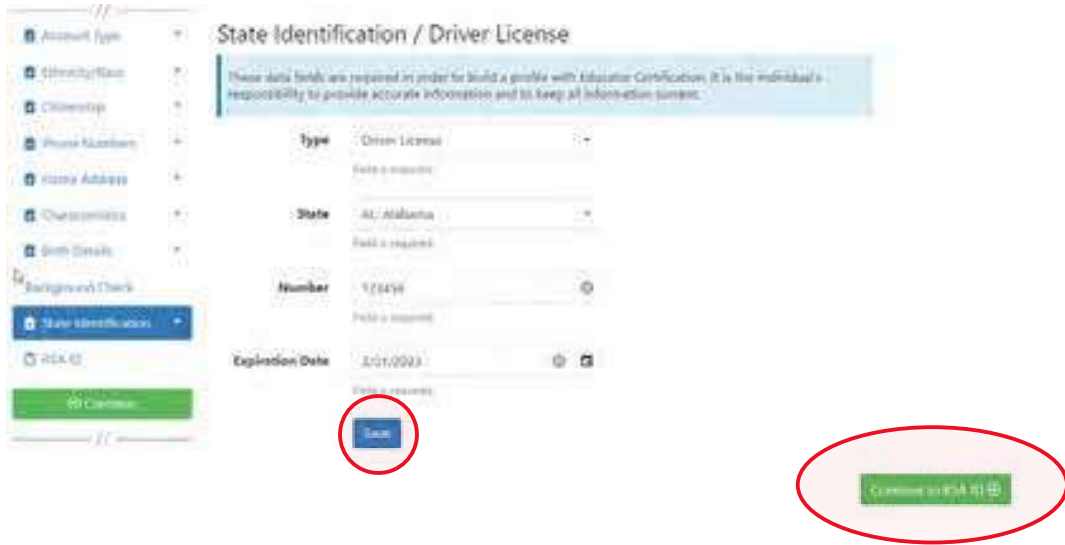
Montgomery, AL 36130-2101

BGR@alsde.edu

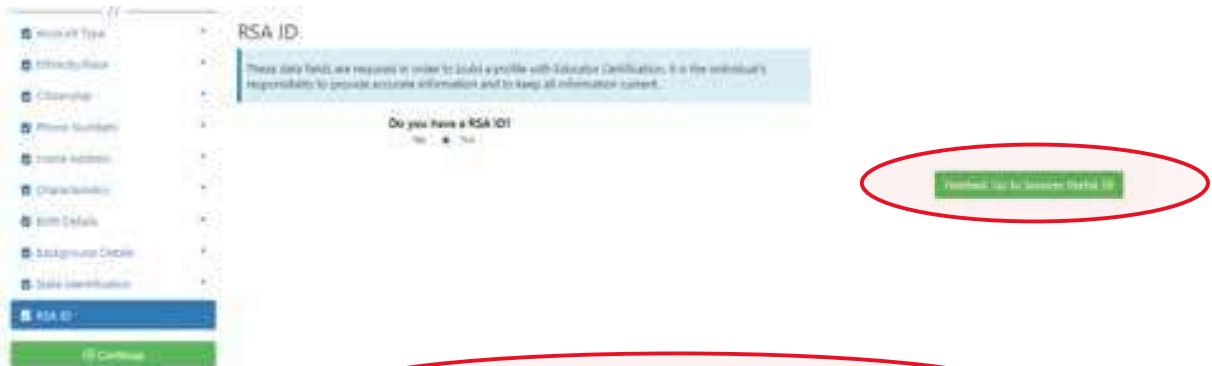
Field is required.



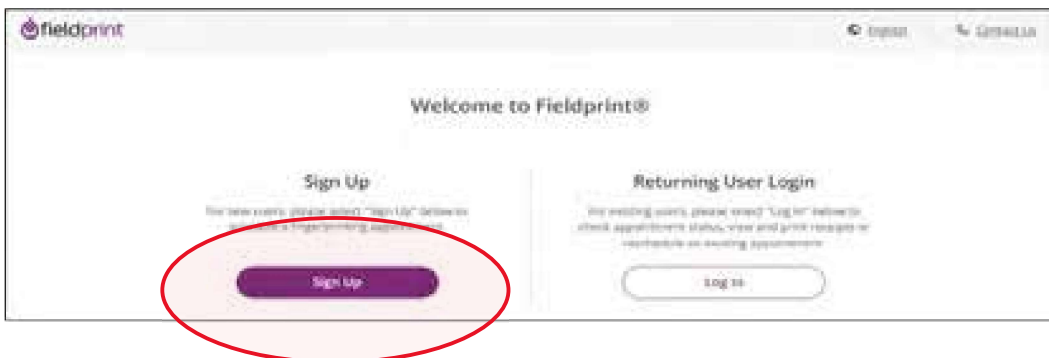
2.9 Enter State Identification details and select 'Save' and 'Continue to RSA ID.'



2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.



3. Select 'Sign Up' to begin. **Note: The applicant has been transitioned to Fieldprint.**



3.1 User will review Fieldprint Authorization form and select ‘I Agree.’

The screenshot shows a legal document titled "Fieldprint Authorization Form". It contains several sections of text, including:

- 3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures:** Explains that consent can be withdrawn at any time by contacting customer service.
- 4. You Must Keep Your Contact Information Current:** States that users must keep their contact information (name, address, phone numbers, email) up to date.
- 5. Hardware and Software You Will Need:** Lists requirements for a browser, PDF viewer, printer, and internet connection.

At the bottom of the form, there are two buttons: "I do not agree" and "I Agree". The "I Agree" button is circled in red. Below the buttons are links for "Terms & Conditions", "Return Privacy Policy", and "All Privacy Act Statements".

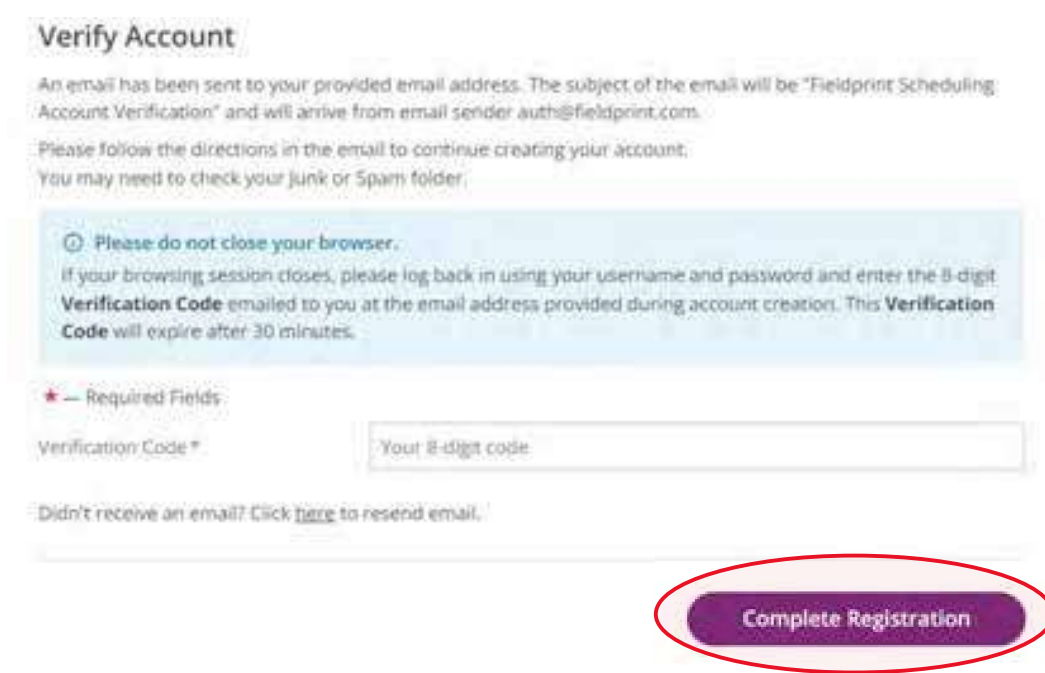
3.2 User enters information to create including Username, Password, and Security Questions and selects ‘Continue.’ **Note:** Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.

The screenshot shows a "Create Account" form with the following fields:

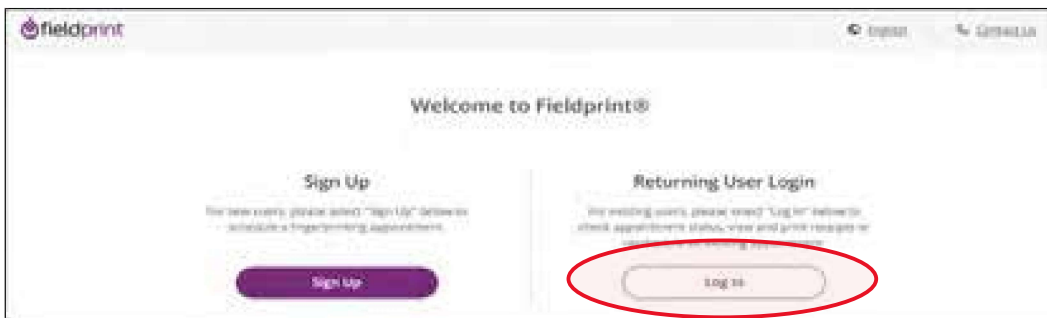
- Required Fields:** Email, Username, Password, Confirm Password, First Name, Last Name, Mobile Phone Number.
- Security Questions:** Three questions with dropdown menus for selection and text boxes for answers.

At the bottom of the form, there are two buttons: "Back" and "Continue". The "Continue" button is circled in red.

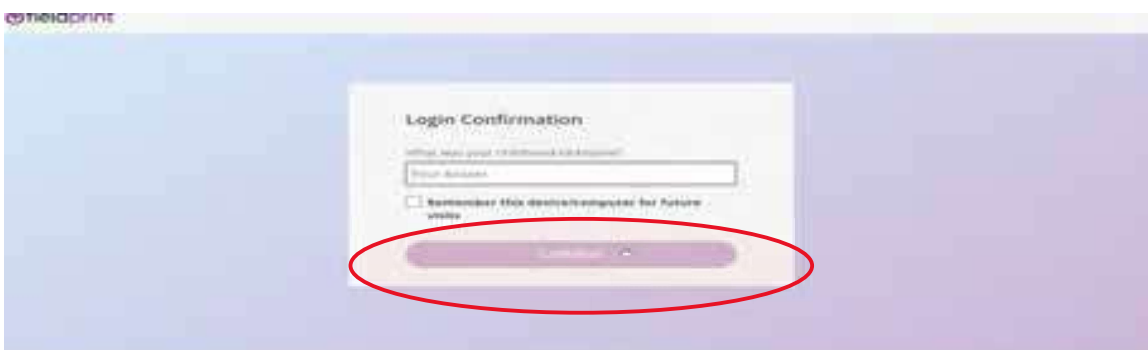
3.3 Following the completion of screen 3.2 the user will be taken to the ‘Verify Account’ screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select ‘Complete Registration.’**



3.4 User is returned to the Login screen. Select ‘Log In’ to continue with registration.



3.5 Provide answer to security question and select ‘Continue.’ **Note: This Question and Answer was created during account creation with Fieldprint.**



3.6 Enter ALSDE ID#, Last Name, and DOB and select 'Continue'

Data Collection

- Alabama DOE Demographics
- Contact Information
- ...

Alabama DOE Demographics
Please confirm your information below

Required Fields:

ALSDE ID#

Last Name

Date of Birth

Month Day Year

Cancel & Start New

Continue

3.7 Enter contact information and select 'Continue.'

Data Collection

- Alabama DOE Demographics
- Contact Information
- ...

Contact Information
Please confirm your information below

Required Fields:

Phone

Alternate Phone

Email

Preferred Contact Method

Appointment Reminder

Email Phone Mail

Back

Continue

3.8 Review AL DOE Release form and select 'I agree' then 'Continue.'

The screenshot shows a mobile application interface for the 'AL DOE Release' form. On the left, there is a sidebar with 'Data Collection' and 'Authorization' sections. The main content area contains the title 'AL DOE Release' and several paragraphs of text. At the bottom, there is a checkbox labeled 'I agree' and a 'Continue' button circled in red.

3.9 Review Fieldprint Biometric Disclosure form and select 'I agree' then 'Continue.'

The screenshot shows a mobile application interface for the 'Biometric Disclosure' form. On the left, there is a sidebar with 'Data Collection' and 'Authorization' sections. The main content area contains the title 'Biometric Disclosure' and several paragraphs of text. At the bottom, there is a checkbox labeled 'I agree' and a 'Continue' button circled in red.

3.10 Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select 'I acknowledge...' then 'Continue.'

Data Collection

Authorization

FBI Noncriminal Justice Applicant's Privacy Rights

PERSONAL NOTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) record check for a noncriminal justice position, you are entitled to notice of a Bureau of Investigation (Bureau) or state law enforcement agency's collection, use, disclosure, or dissemination of your personally identifiable information (PII) for the purpose of conducting a background check, or other use of your PII, criminal history record, or other information.

The Bureau of Investigation (Bureau) is required to provide you with this notice of its collection, use, disclosure, or dissemination of your PII, criminal history record, or other information. This notice is provided to you in English, Spanish, or other language as permitted by the Bureau and 18 CFR 1.101, Title 1, United States Code (18 CFR 1.101), Section 101, and Title 18 Code of Federal Regulations (CFR) 101.101, unless otherwise indicated.

This notice provides an overview of the Bureau's collection, use, disclosure, or dissemination of your PII, criminal history record, or other information. This notice is provided to you in English, Spanish, or other language as permitted by the Bureau and 18 CFR 1.101, Title 1, United States Code (18 CFR 1.101), Section 101, and Title 18 Code of Federal Regulations (CFR) 101.101, unless otherwise indicated.

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DECLARACION DE PRIVACIDAD DE SOLICITANTES - JUSTICIA NO CRIMINAL

Dado que usted es un solicitante de una posición de trabajo no criminal en un empleo federal, usted tiene derecho a recibir un aviso de la recolección, uso, divulgación o difusión de su información personal identificable (PII) por parte de la Oficina Federal de Investigación (OBI) o de una agencia de la ley estatal para fines de una verificación de antecedentes, u otros usos de su PII, historial delictivo u otra información.

La Oficina Federal de Investigación (OBI) está obligada a proporcionarle este aviso de su recolección, uso, divulgación o difusión de su PII, historial delictivo u otra información. Este aviso se le proporciona en inglés, español u otro idioma, según corresponda, de acuerdo con el Título 18 del Código de los Estados Unidos (18 CFR) 1.101, Título 1, Código de Regulaciones Federales (CFR) 101.101, a menos que se indique lo contrario.

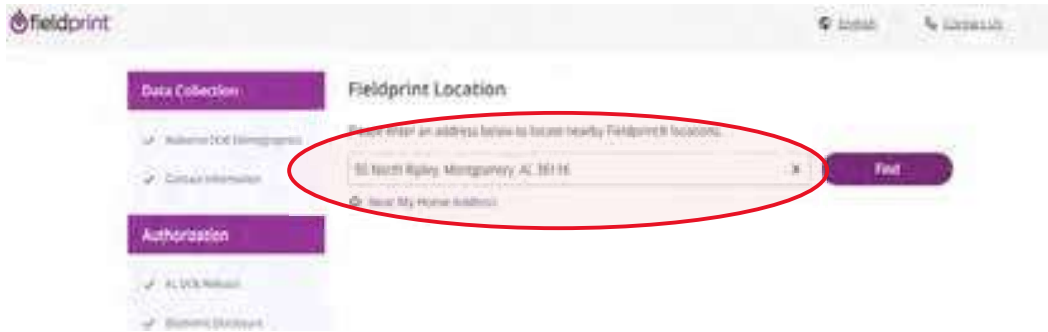
Este aviso proporciona una descripción general de la recolección, uso, divulgación o difusión de su PII, historial delictivo u otra información por parte de la OBI o de una agencia de la ley estatal. Este aviso se le proporciona en inglés, español u otro idioma, según corresponda, de acuerdo con el Título 18 del Código de los Estados Unidos (18 CFR) 1.101, Título 1, Código de Regulaciones Federales (CFR) 101.101, a menos que se indique lo contrario.

Este aviso proporciona una descripción general de la recolección, uso, divulgación o difusión de su PII, historial delictivo u otra información por parte de la OBI o de una agencia de la ley estatal. Este aviso se le proporciona en inglés, español u otro idioma, según corresponda, de acuerdo con el Título 18 del Código de los Estados Unidos (18 CFR) 1.101, Título 1, Código de Regulaciones Federales (CFR) 101.101, a menos que se indique lo contrario.

Back **Continue**

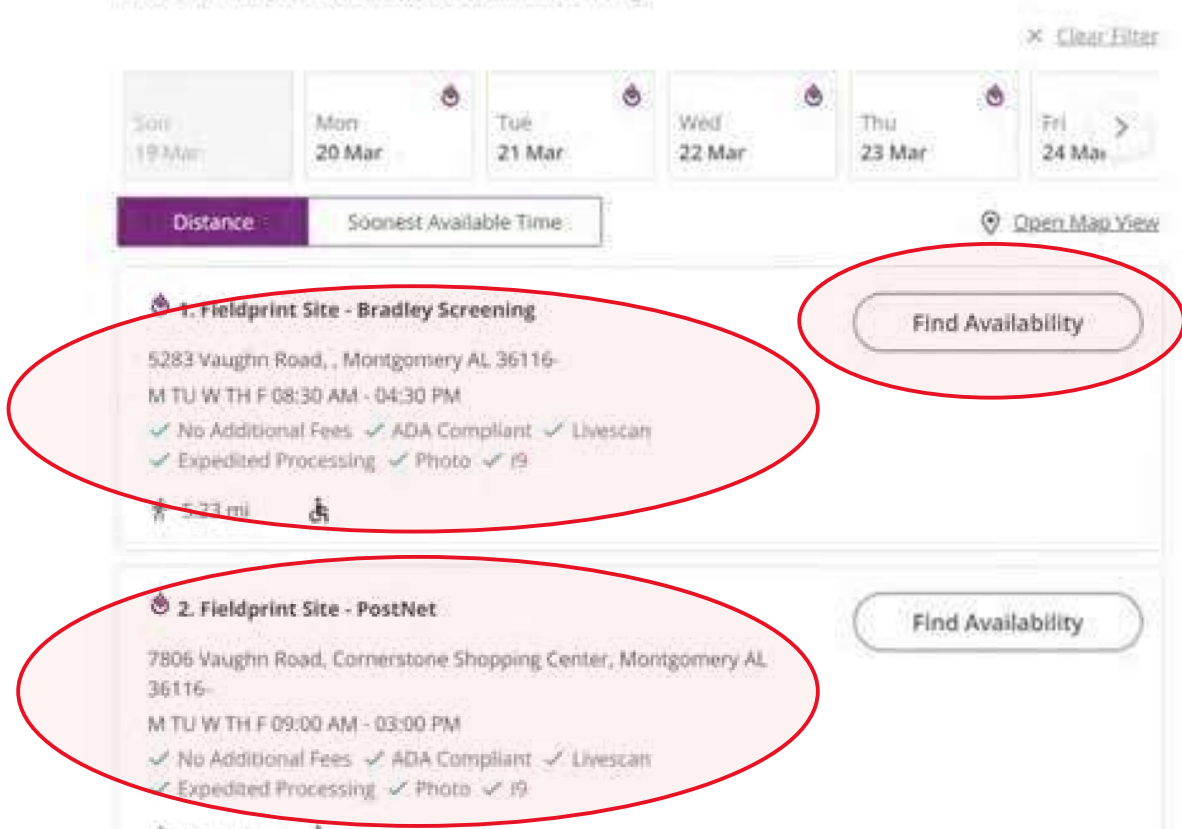
Schedule Appointment and Payment

4.1 Enter full address, city, state or zip code and select 'Find' to determine find the Fieldprint locations nearest you and select an appointment date. Next select an 'Find Availability' to schedule an appointment time. **Note: The business name, address, and other information will be displayed.**

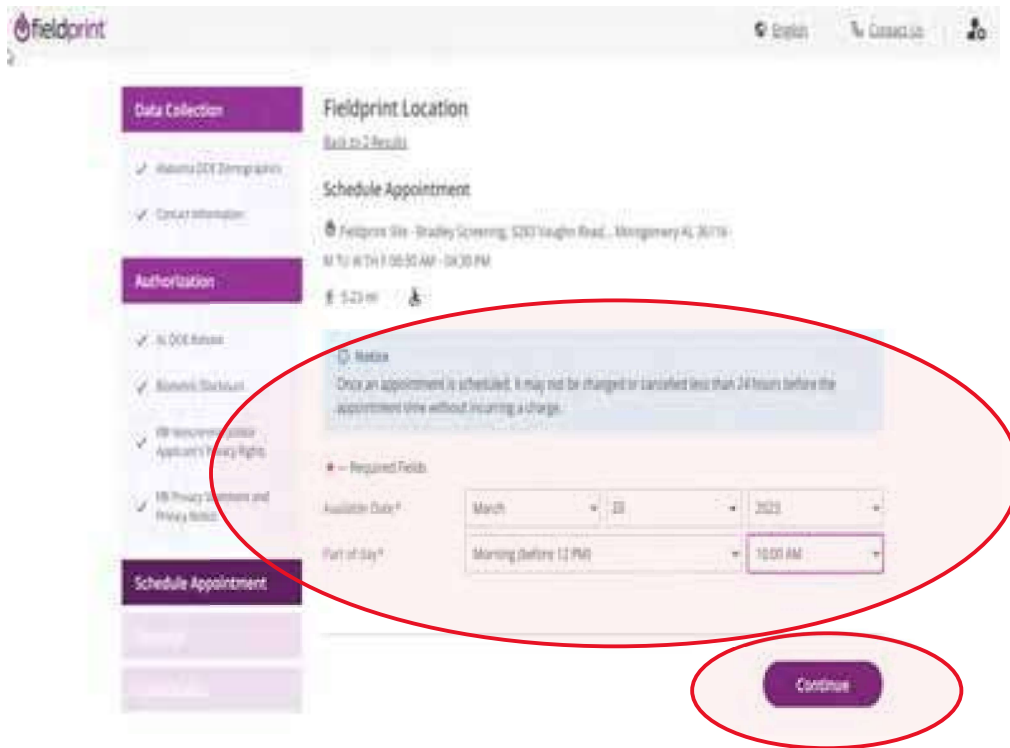


2 Results for 50 North Ripley, Montgomery, AL 36116

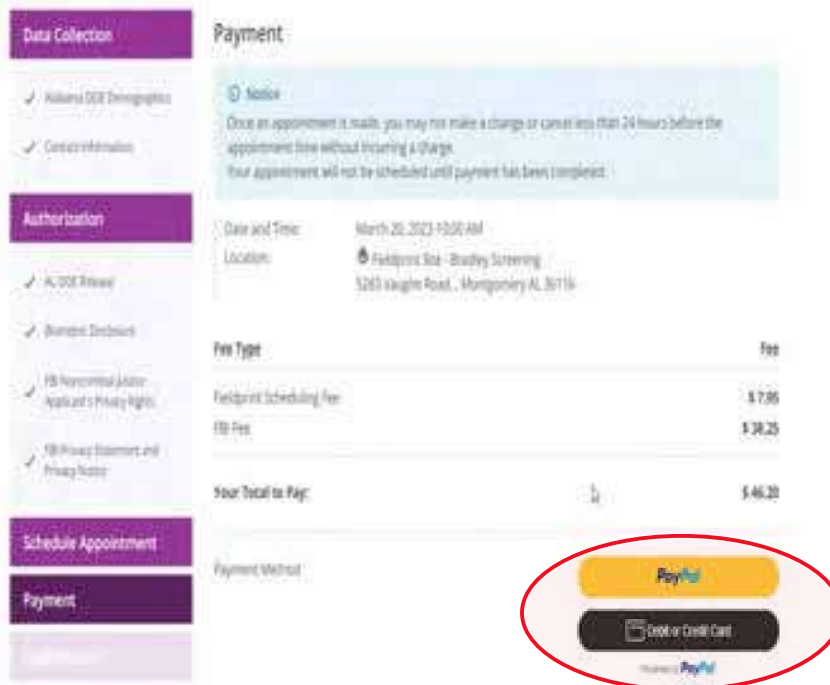
Please use the options below to proceed with scheduling.



4.2 Select 'Part of day' and time of requested appointment.



4.3 Select 'Debit or Credit Card' or 'PayPal' as your payment option.



4.4 Insert Payment Account Information

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FDL Fee	\$ 34.25
Your Total to Pay:	\$ 42.20

Payment Method

Billing Disclosure

All Information Justice - Applicant's Privacy Rights

All Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Debit or Credit Card

Card number

Expires / CVC

Billing address

First name Last name

Street address

Apt., suite, floor

City

State

ZIP code

Phone

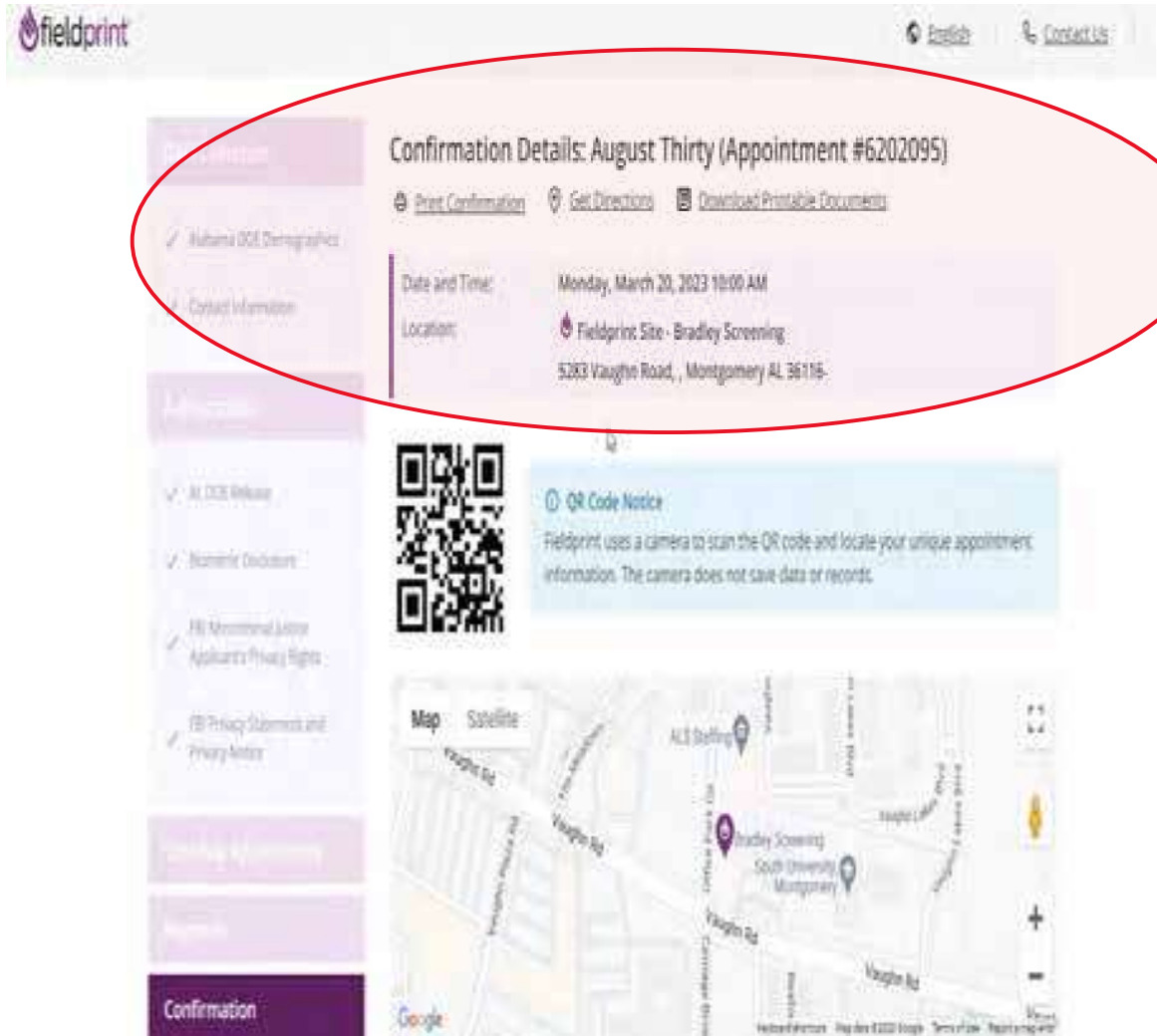
Email

Ship to billing address

By continuing, you confirm you're 18 years or older.

Continue

- 4.5 Review appointment details and log out. **Note: Email confirmation of the appointment will be sent. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if needed.**



Payment

Payment Date	Transaction ID	Amount	Fee Type
March 19, 2023 9:02 AM	9U391469RF928533G	\$ 46.20	Fieldprint Scheduling Fee - \$ 7.95 FBI Fee - \$ 38.25

What to Bring to Your Appointment?

Notice

Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

Identification required to complete your appointment

Primary ID for Fingerprinting

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

Secondary ID for Fingerprinting

- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport / Passport Card
- Military identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo

Reschedule or Cancel Minnie Brown Appointment (#6202099)

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponded button below or call [877-614-4364](tel:877-614-4364).

If you decide to reschedule your appointment in the future, please return to alabamaacceptance.fieldprint.com, log in as an existing user, and click on the Reschedule button to make a new appointment.

Cancel Appointment

Reschedule

Back to Home

Log Out