

Background Check and Fingerprinting Instructions

Items needed to register for fingerprinting

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account (see step 1)
- ALSDE ID# (see step 1)
- Fee of \$46.20 paid by Debit Card, Credit Card, or PayPal Account
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Steps to complete the process successfully

Step 1: Create an AIM Account <https://aim.alsde.edu>

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

CREATING AN AIM ACCOUNT – STEP 1



ALSDE Identity Management

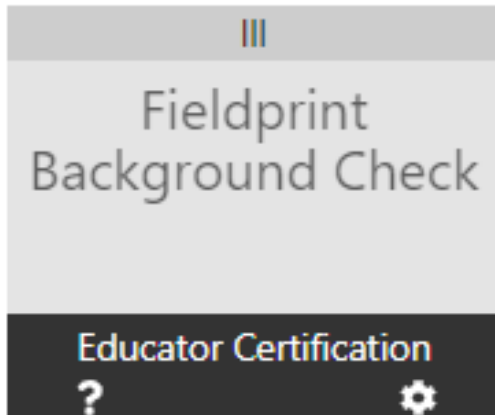
AIM.ALSDE.EDU/

A screenshot of the 'Log into AIM' web page. The page has a header with the title 'Log into AIM' and a 'Help' link. Below the header are two input fields: 'ALSDE ID (or Email address):' and 'Password:'. To the right of the password field is an eye icon. Below the input fields are three links: 'Log in' (with a right arrow icon), 'Forgot password?', and 'Need an account?'. A large orange arrow points from the bottom left towards the 'Need an account?' link.

- Go to <https://aim.alsde.edu>
- Select "Need an account"
- Enter your email address and select "Create Account"
- AIM will send an email to the address provided
- Go to your email and click the link to confirm
- Complete the required information (be sure to follow password requirements)
- Select "Create Account"
- Select security questions and answers
- Select "Save Answers"
- Select checkmark boxes to acknowledge restrictions and agree to the terms of usage
- Select "Yes, continue"
- Enter Demographics information
- Select "Save demographics"
- When AIM registration is complete, you will be taken to your homepage
- **Make note of your ALSDE ID#.** You will need it to register for fingerprinting

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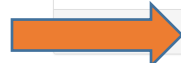
COMPLETE BACKGROUND CHECK REGISTRATION – STEP 2



- Select “Fieldprint Background Check”

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.

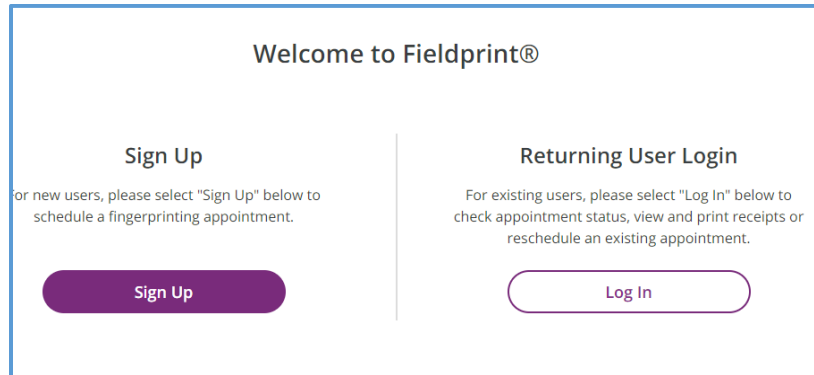
Educator Certification and Criminal History Background Checks	Researcher	Public
Select this option if you: • are applying for an Alabama certificate, license, or permit, • are attempting to complete a criminal history background check, or • are updating personal information with Educator Certification.	Select this option if you: • need access to public data applications, or • are accessing data through a memorandum of understanding (MOU) with ALSDE.	Select this option if you: • need access to public data applications.
 Set	Set	Set

- Select “Set” under Educator Certification and Criminal History Background Checks
- Answer the questions for
 - Race and Ethnicity (Save and Continue)
 - Citizenship (Save and Continue)
 - Phone Numbers (Save and Continue)
 - Home Address (Save and Continue)
 - Characteristics (Save and Continue)
 - Birth Details (Save and Continue)
- Select the position type for the background check
 - **Substitute Teacher Licensure:** you are apply for a **Substitute Teacher** Licensure.
 - **Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment:** You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to **substitute, part-time or full-time secretary, paraprofessional, custodian, lunchroom worker, bus aide, coach, volunteer, etc.**
- Select the School System (Gulf Shores City Schools)
- Answer questions regarding convictions (Save and Continue)
- Enter State Identification details (Save and Continue)
- Answer question regarding RSA ID
- Select “Finished. Go to Services Portal”

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You will be transferred to the Fieldprint Welcome screen

CREATE FIELDPRINT ACCOUNT – STEP 3



The screenshot shows the 'Welcome to Fieldprint®' screen. It is divided into two columns. The left column is titled 'Sign Up' and includes the text 'For new users, please select "Sign Up" below to schedule a fingerprinting appointment.' Below this text is a purple rounded button labeled 'Sign Up'. The right column is titled 'Returning User Login' and includes the text 'For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.' Below this text is a purple rounded button labeled 'Log In'.

- You will need to either Sign Up if it is your first time to schedule fingerprinting with Fieldprint or Log In if you have scheduled with them before
- Select “I Agree” for the Fieldprint Authorization form
- Follow the prompts requesting required information
- You will be transferred to the “verify Account” screen. An 8-digit code will be sent to the email account entered (If you select Alabama State Dept of Ed as agency, you will not need a code)
- **DO NOT** close the browser while retrieving the 8-digit code from your email
- Enter Verification Code
- Select “Complete Registration”
- You will be returned to the Login screen. Select “Login” to continue with Registration
- Answer the security question (select “Continue”)
- Enter ALSDE ID#, Last Name, and DOB (select “Continue”)
- Enter Contact Information (select “Continue”)

COMPLETE AUTHORIZATION FORMS, SCHEDULE APPOINTMENT, AND FEE PAYMENT – STEP 4

- Review AL DOE Release (Select “I Agree” and Continue)
- Review Fieldprint Biometric Disclosure (Select “I Agree” and Continue)
- Review FBI Noncriminal Justice Privacy Rights Statement (Select “I Acknowledge” and Continue)
- Review the Privacy Act Statement (Select “I Acknowledge” and Continue)
- Search for the Livescan site location nearest you
- Choose a date and time
- Select Payment Type
- Enter Payment Information
- Review appointment details and log out (You will receive an email confirmation)
- Bring your appointment number and two forms of valid identification to your scheduled appointment

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Local Fingerprinting locations

Gulf South Resources
410 East Laurel Ave.
Foley, AL 36535
(251) 943-4717

The UPS Store 2971
2200 US Highway 98
Suite 4
Daphne, AL 36526
(251) 626-9600

The UPS Store 6076
30941 Mill Lane
Suite G
Spanish Fort, AL 36527
(251) 625-8536

Perdido Pack & Ship
10447 Sorrento Road
Sorrento Plaza; Suite 100
Perdido Key, FL 32507
(850) 492-9696