Alabama State Department of Education
Educator Certification Section

Registering for a Criminal History Background Check with Fieldprint

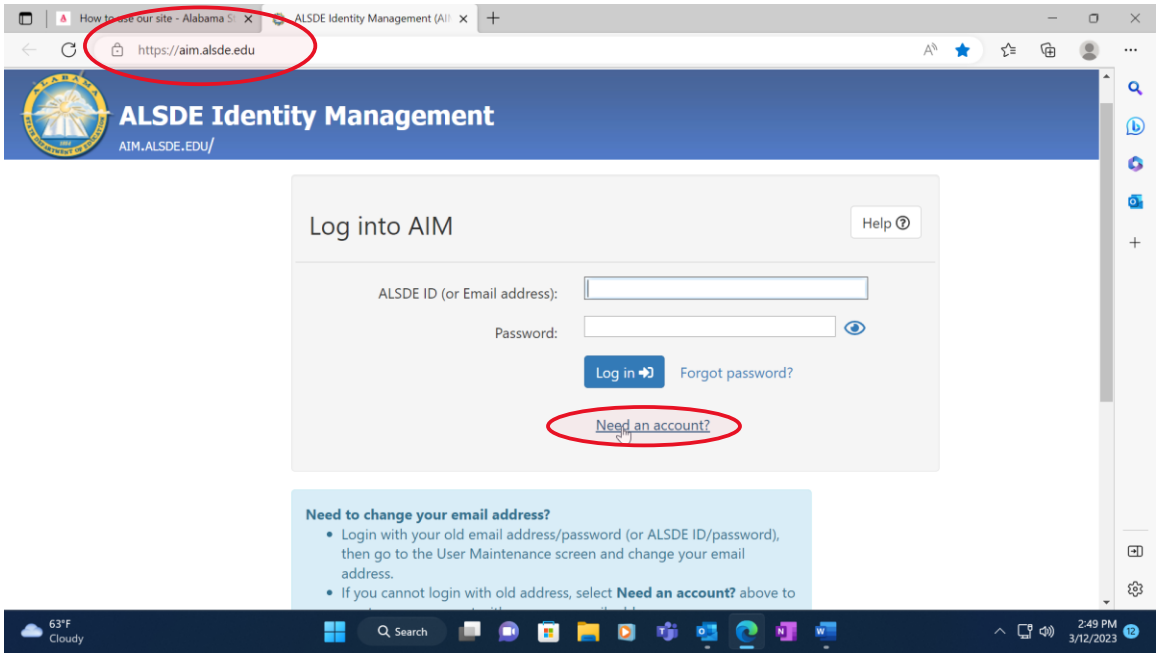
Applicants will need:

- 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.)

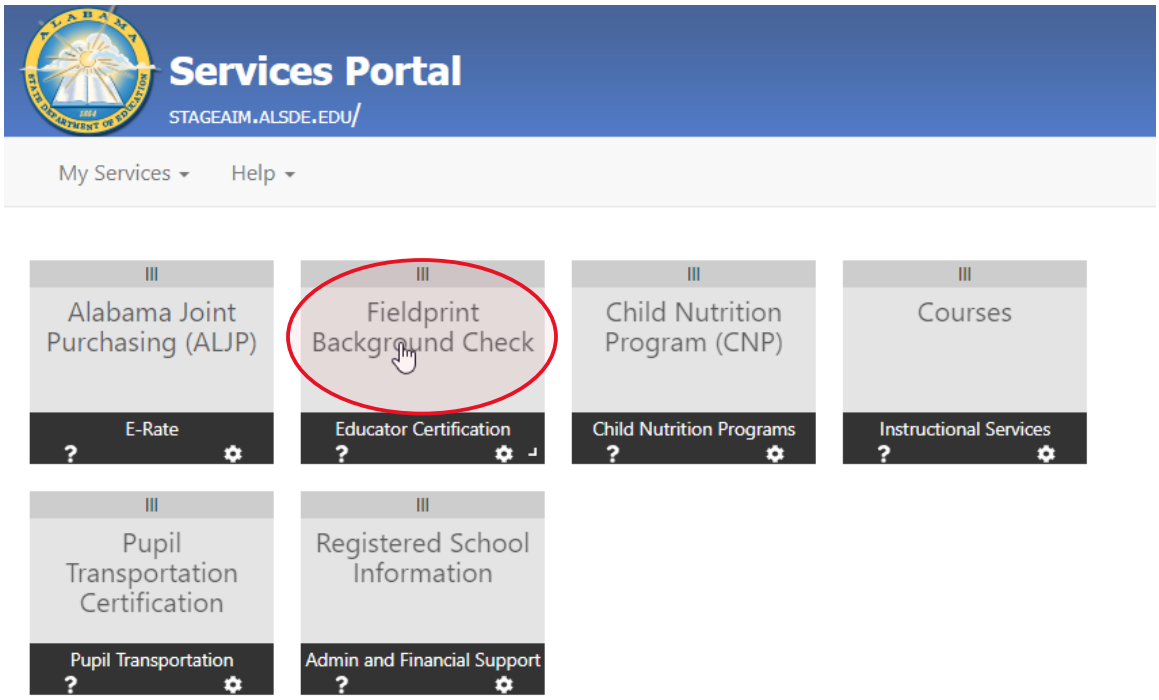
Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.

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

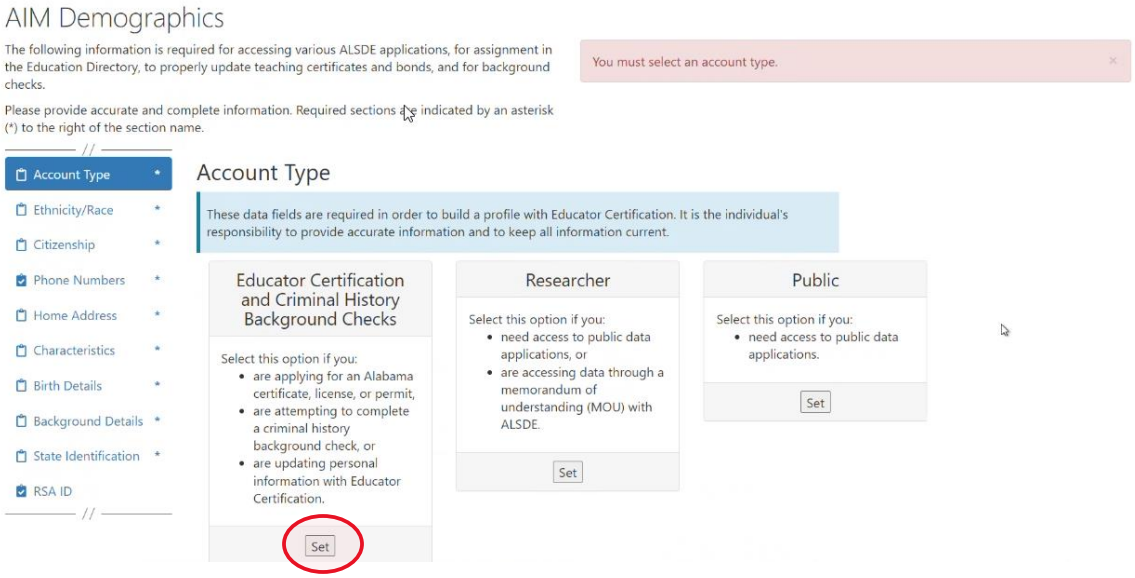
1. Start by visiting our ALSDE Identity Management website at https://aim.alsde.edu and select "Need an account?." Follow the prompts to complete your AIM account.
   Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.



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

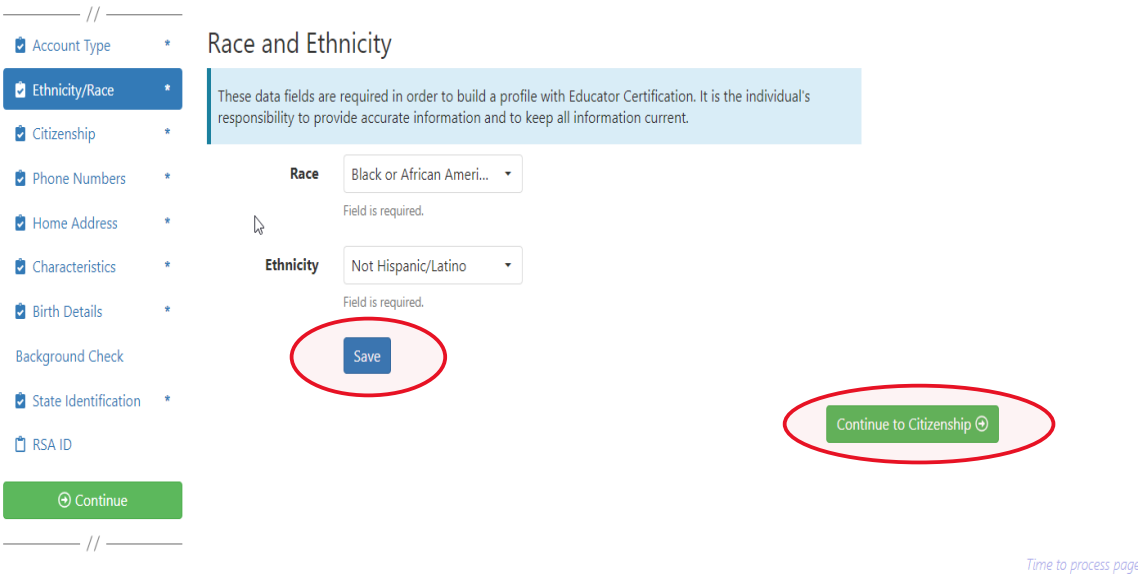


2.1 Press ‘Set’ button under Educator certification and Criminal history Background checks

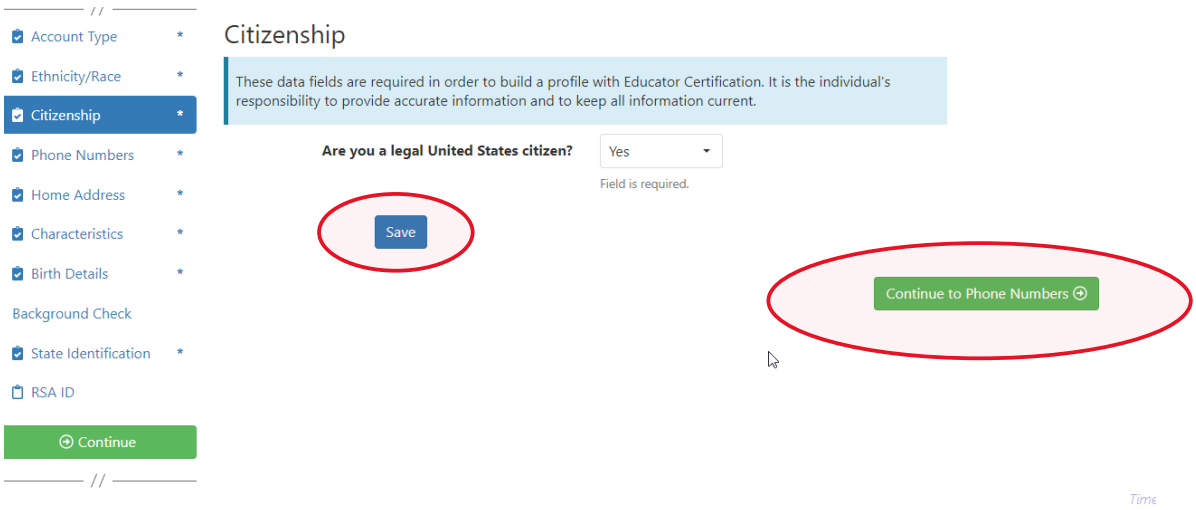


Note: It is the applicant’s responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with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

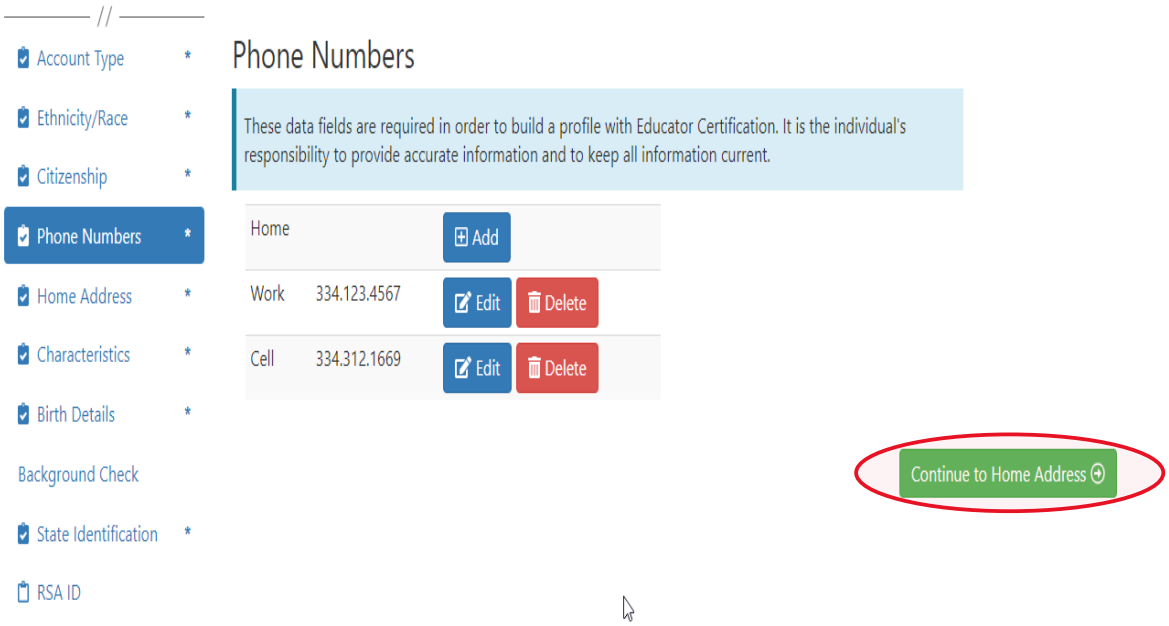
2.2 Enter Race and Ethnicity details and select ‘Save’ and then ‘Continue to Citizenship.’



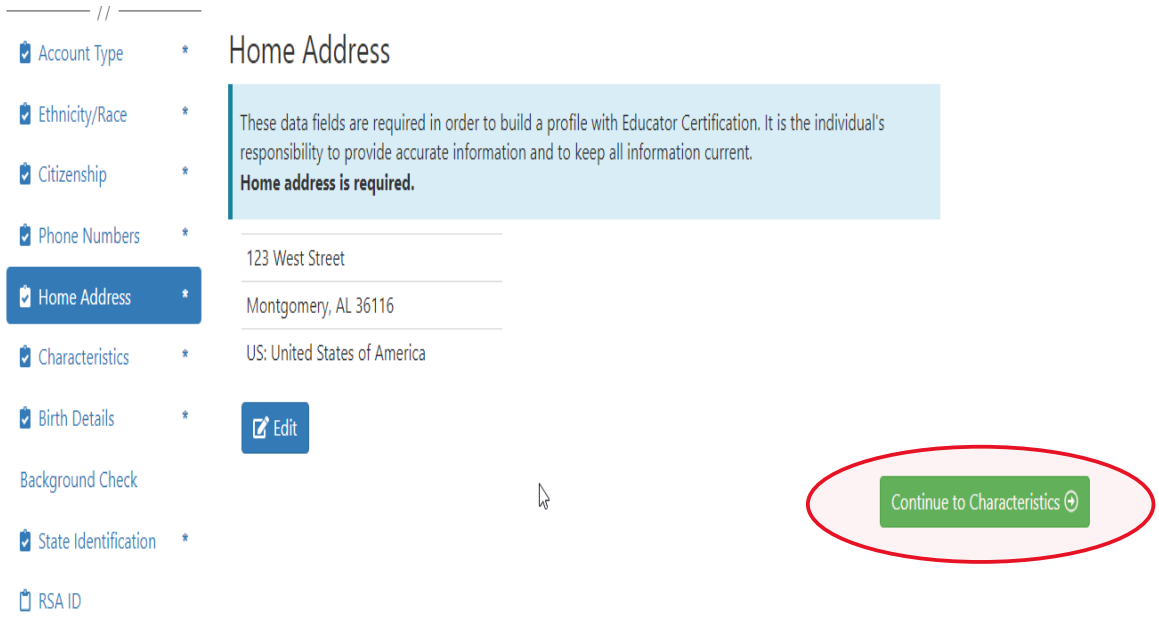
2.3 Enter Citizenship details and select 'Save' and then 'Continue to Phone Numbers."



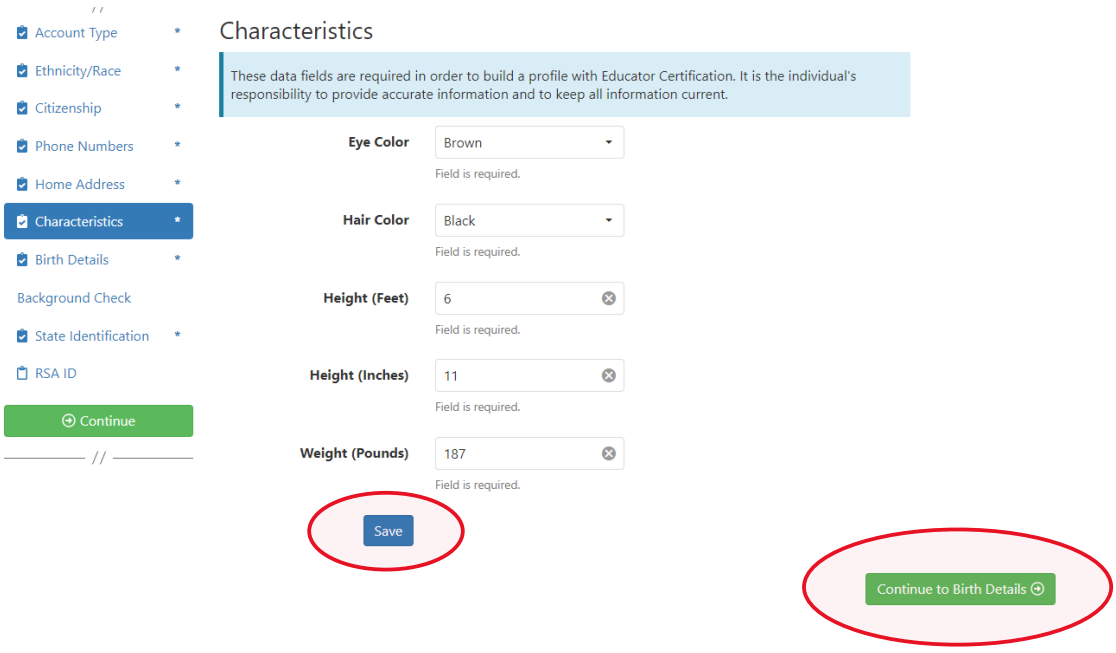
2.4 Enter Phone Number details and select 'Continue to Home Address.' **Note:** At least one phone number is required for registration.



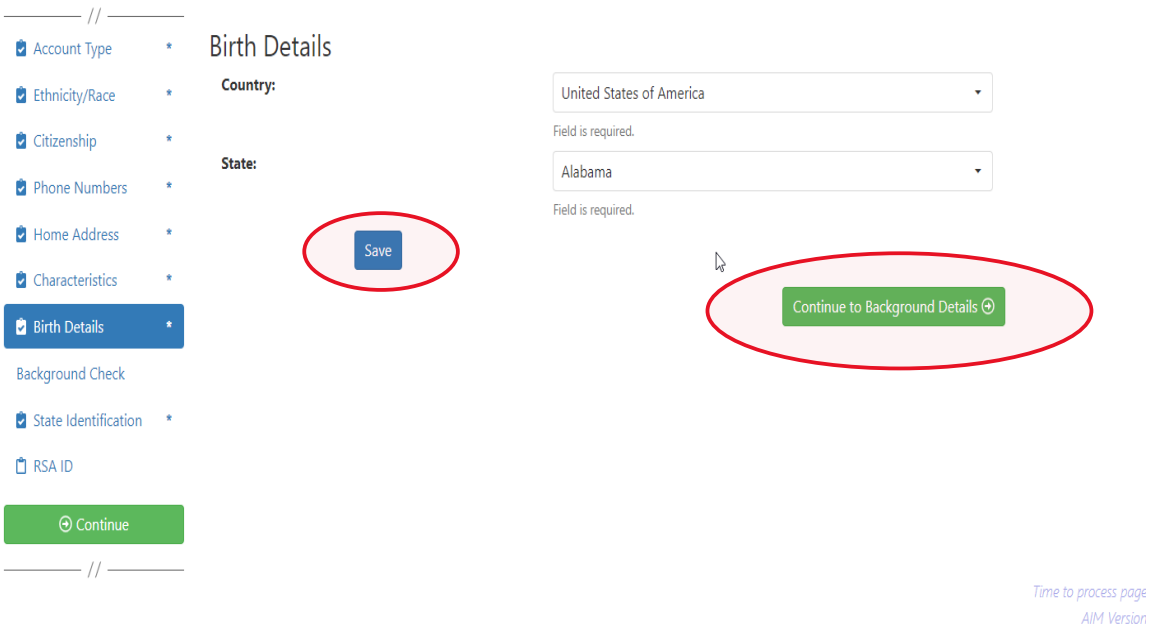
2.5 Enter/Edit Home Address details and select 'Continue to Characteristics.'



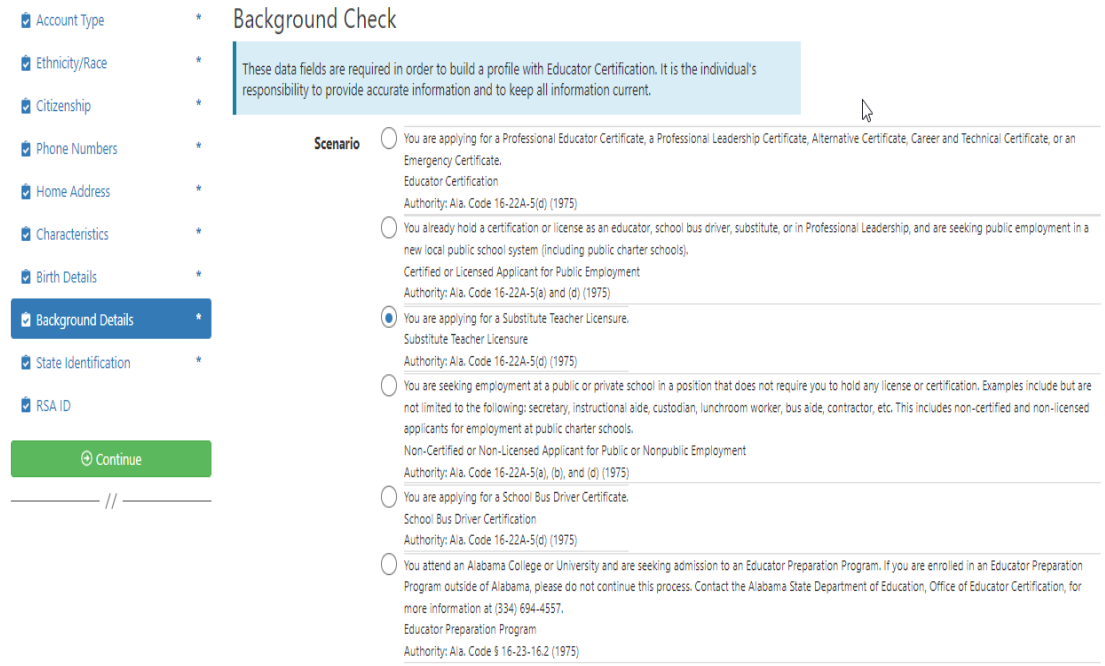
2.6 Enter Characteristics and select 'Save' and then 'Continue to Birth Details'



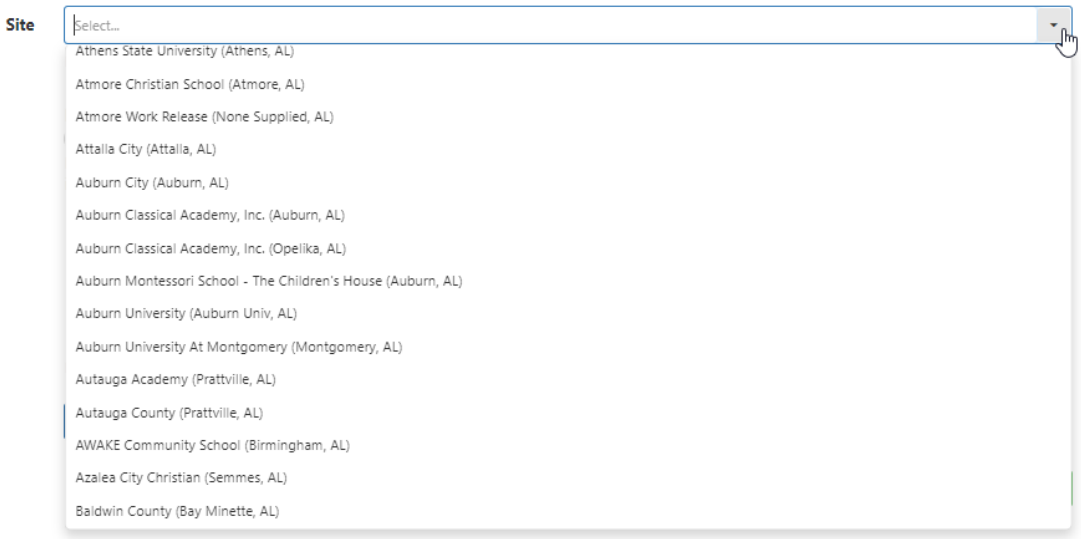
2.7 Enter Birth Details and select 'Save' and then 'Continue to Background Details.'



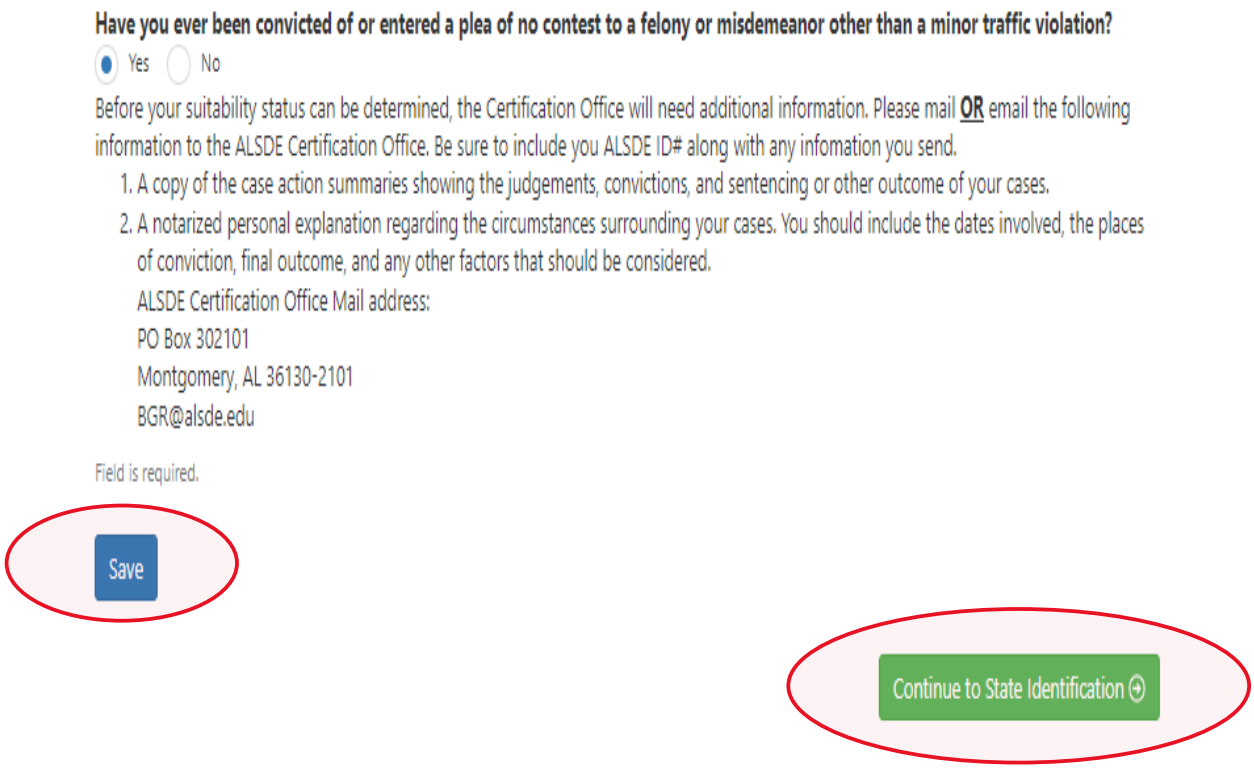
2.8.a Applicant selects the position type he or she is seeking.



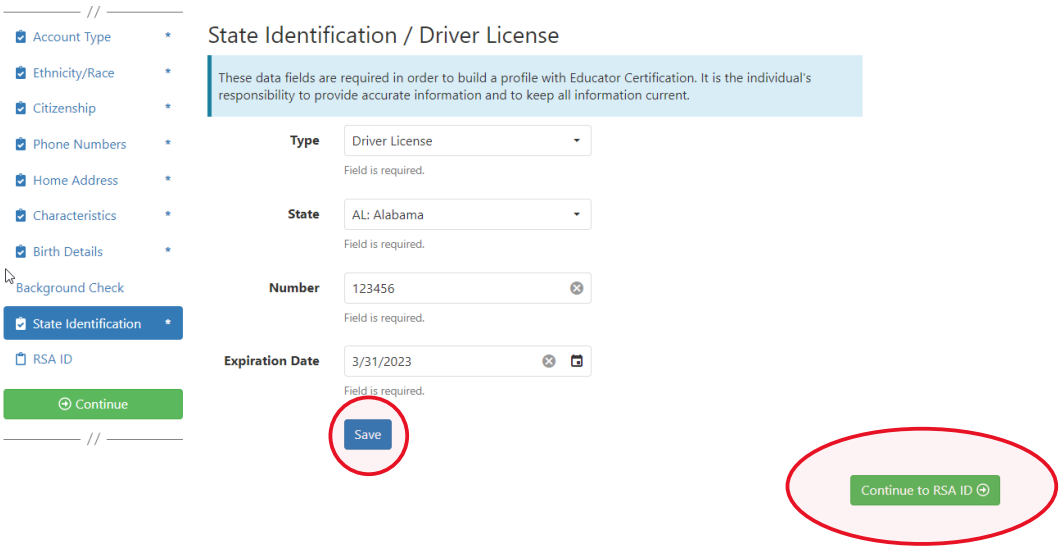
2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated. **Note:** Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.



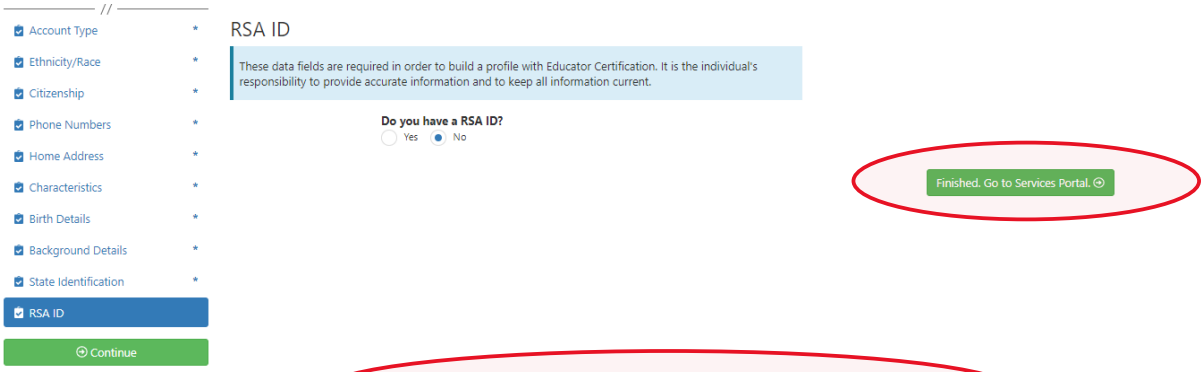
2.8.c Applicant answers questions regarding convictions and then selects 'Save' and 'Continue to State Identification.' **Note:** If the applicants selects 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. A 'Yes' response **does not** prevent the applicant from completing registration.



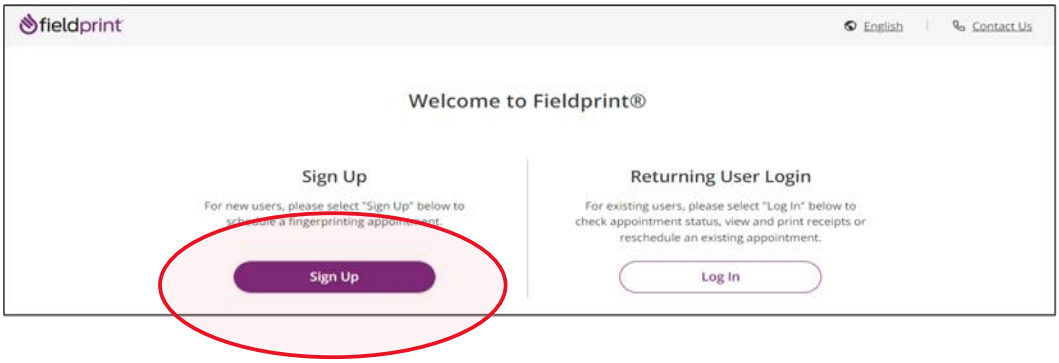
2.9 Enter State Identification details and select 'Save' and 'Continue to RSA ID.'



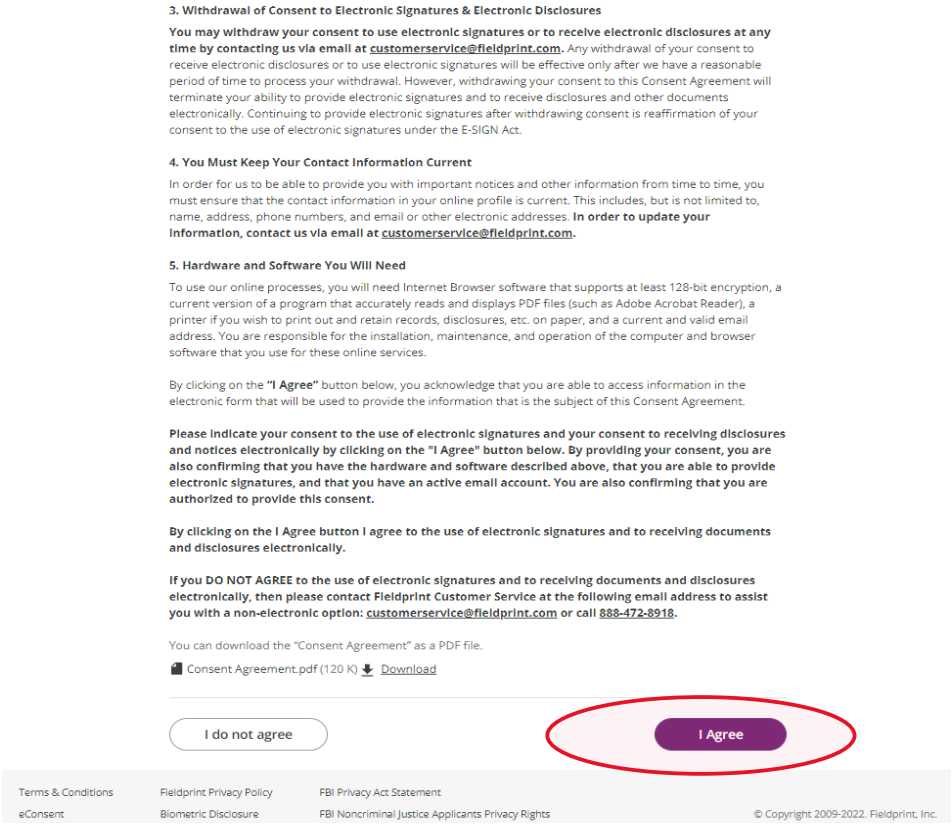
2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.



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.'



3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at customerservice@fieldprint.com. Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to, name, address, phone numbers, and email or other electronic addresses. **In order to update your information, contact us via email at customerservice@fieldprint.com.**

5. Hardware and Software You Will Need

To use our online processes, you will need Internet Browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the **"I Agree"** button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8918.

You can download the "Consent Agreement" as a PDF file.

Consent Agreement.pdf (120 K) Download

I do not agree

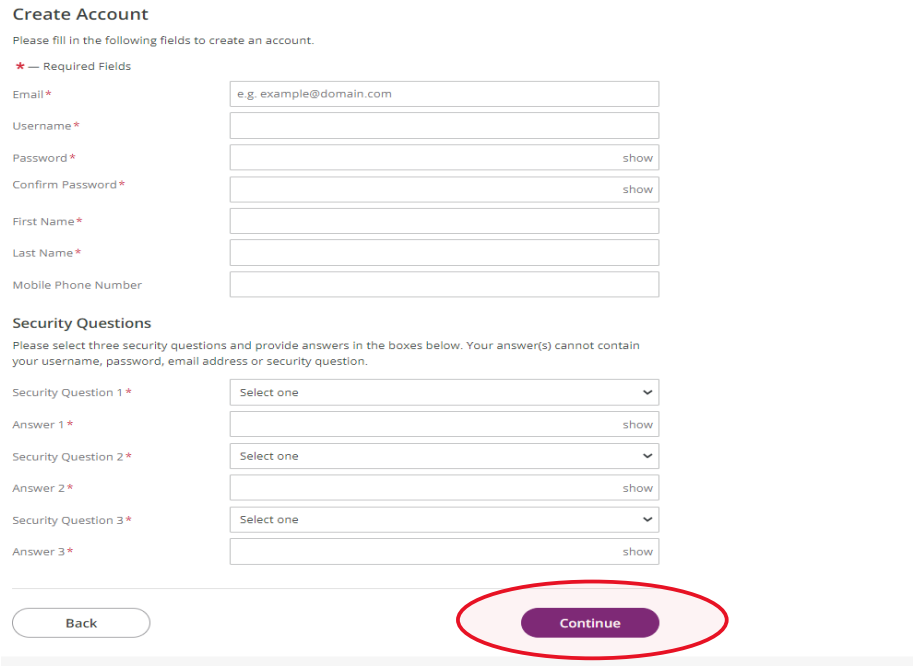
I Agree

Terms & Conditions | Fieldprint Privacy Policy | FBI Privacy Act Statement

eConsent | Biometric Disclosure | FBI Noncriminal Justice Applicants Privacy Rights

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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.



Create Account

Please fill in the following fields to create an account.

* — Required Fields

Email*

e.g. example@domain.com

Username*

Password* show

Confirm Password* show

First Name*

Last Name*

Mobile Phone Number

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1* Select one

Answer 1* show

Security Question 2* Select one

Answer 2* show

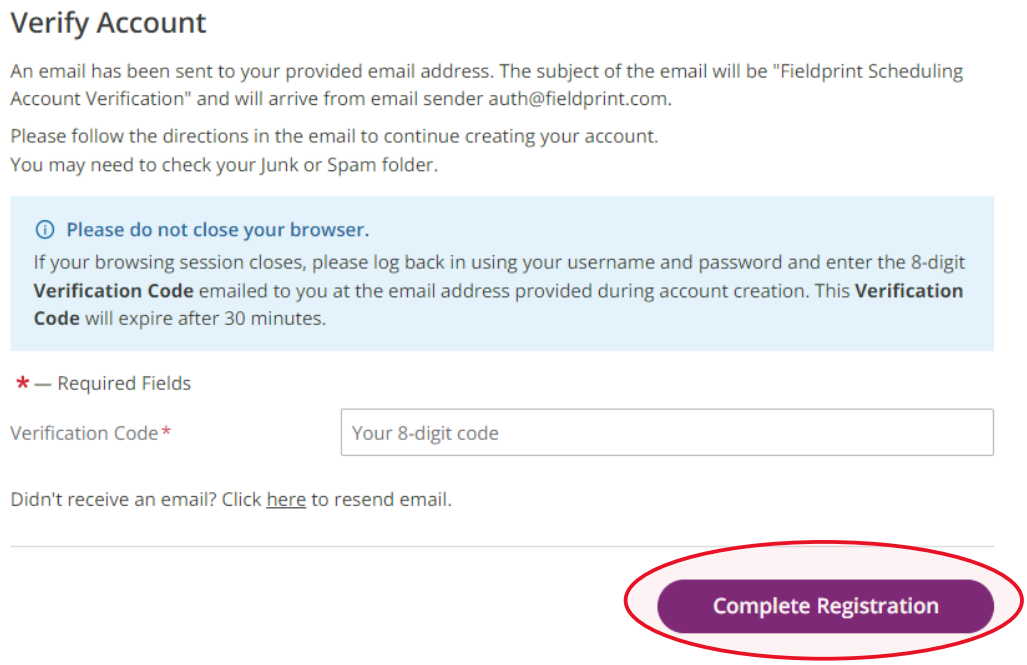
Security Question 3* Select one

Answer 3* show

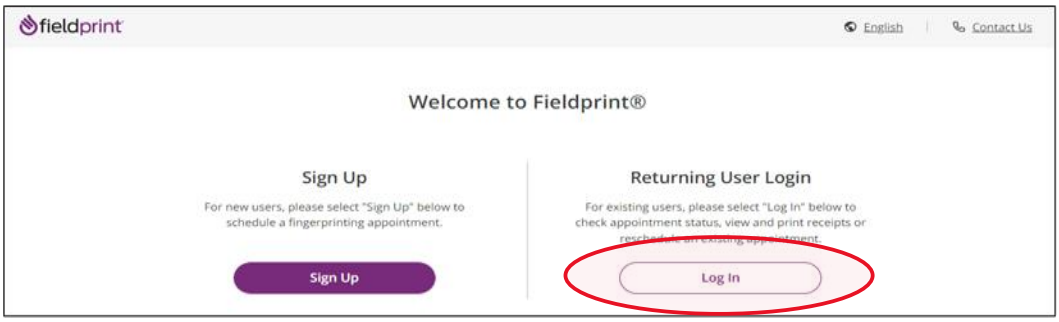
Back

Continue

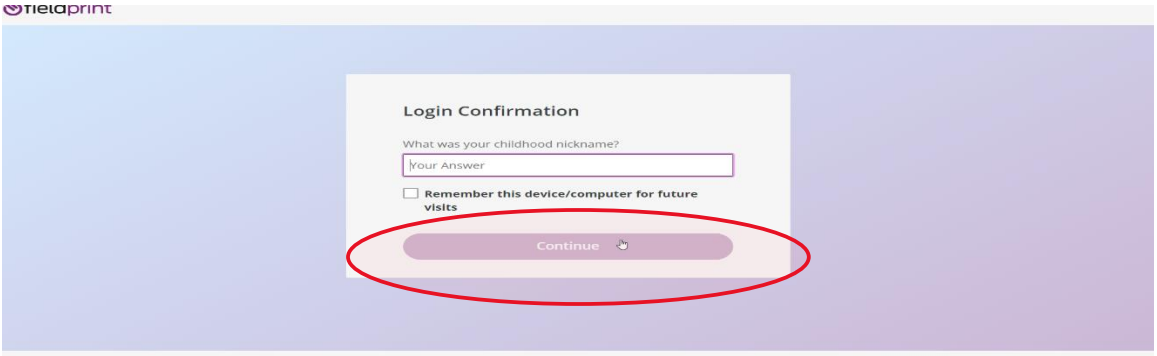
3.3 Following the completion of screen 3.2 the user will be taken to the 'Verify Account' screen. Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select 'Complete Registration.'



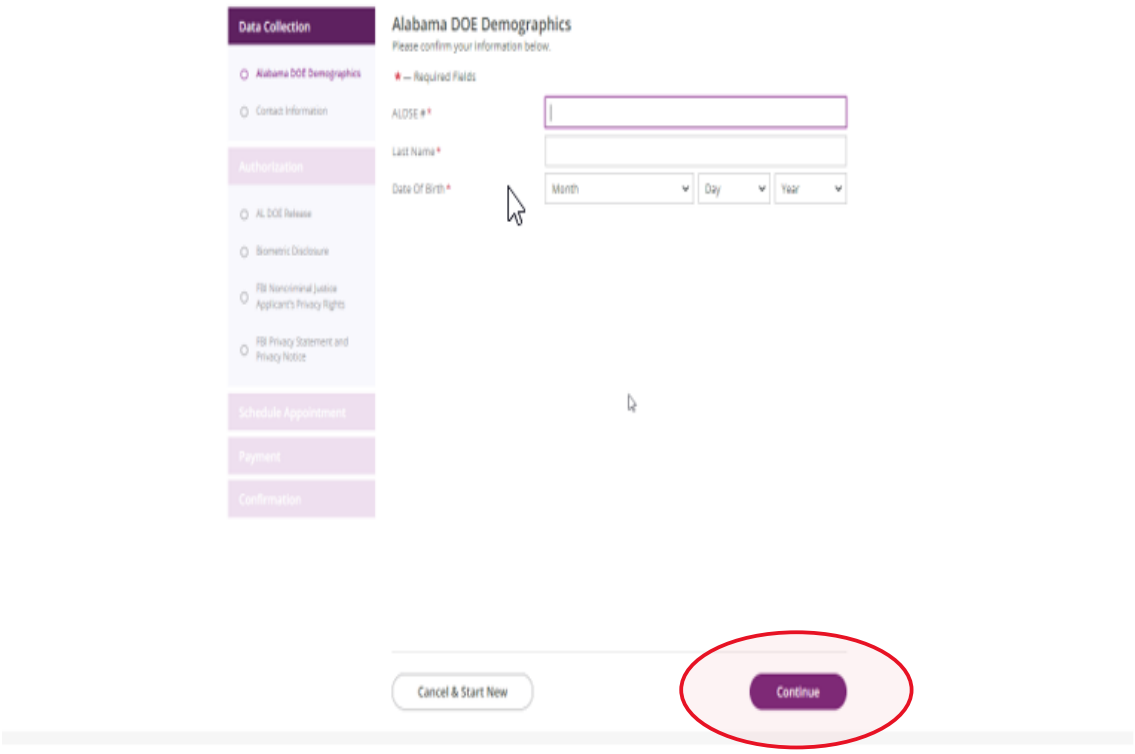
3.4 User is returned to the Login screen. Select 'Log In' to continue with registration.



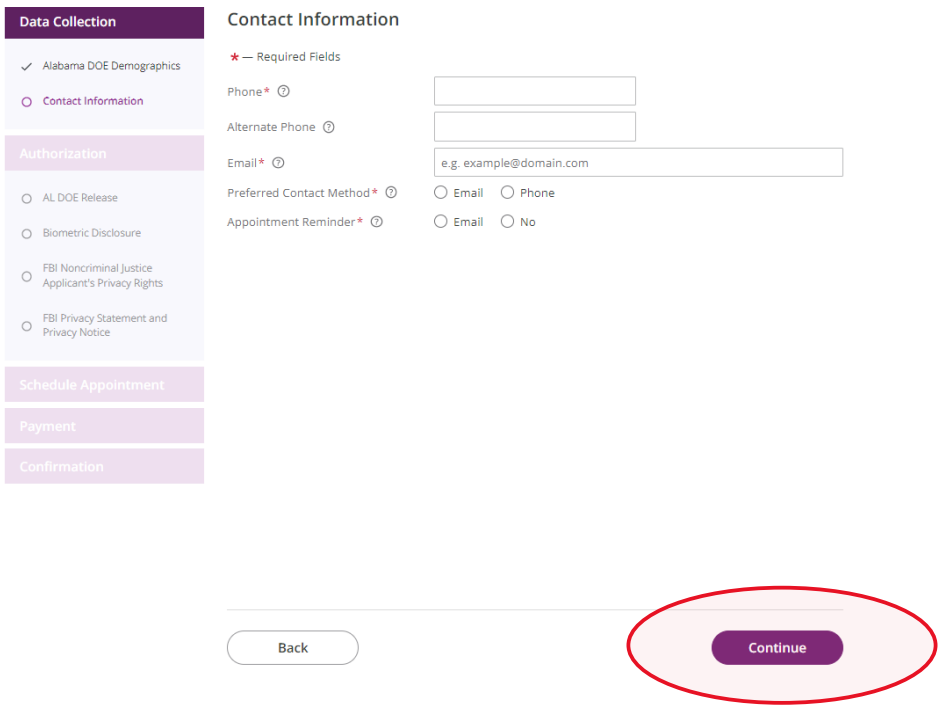
3.5 Provide answer to security question and select 'Continue.' **Note:** This Question and Answer was created during account creation with Fieldprint.



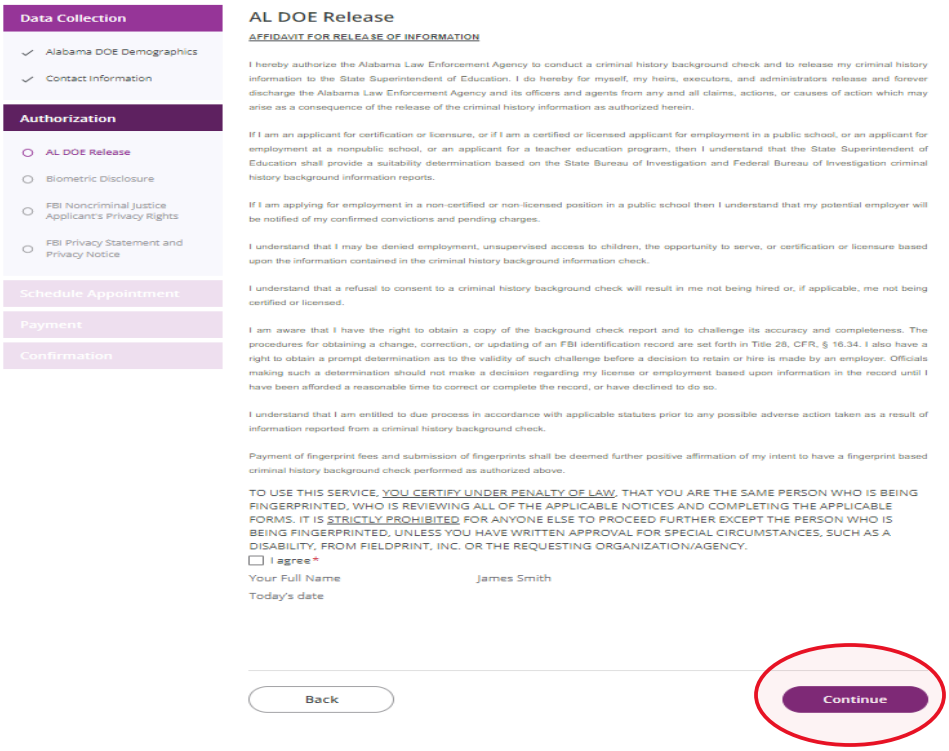
3.6 Enter ALSDE ID#, Last Name, and DOB and select 'Continue'



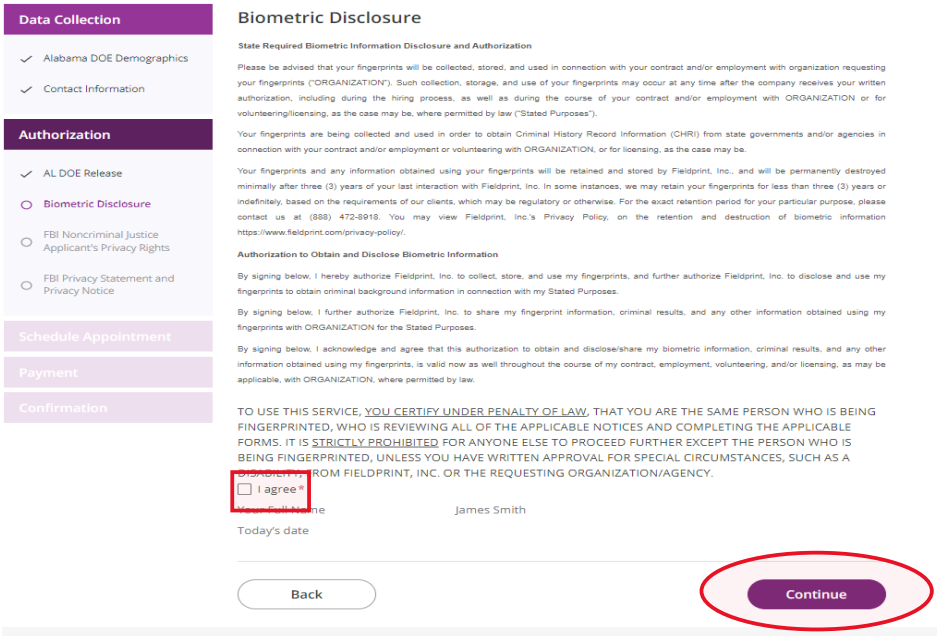
3.7 Enter contact information and select 'Continue.'



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



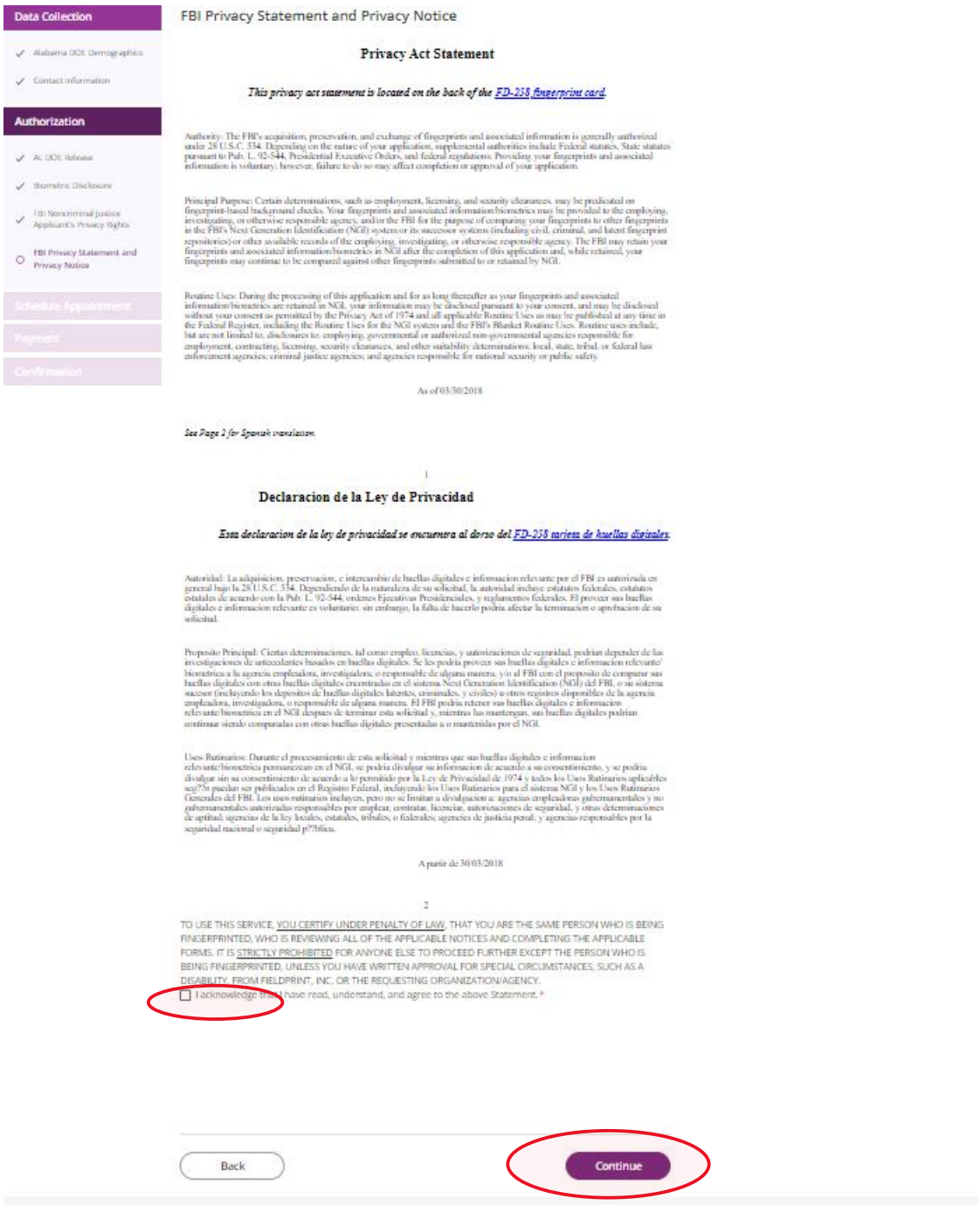
3.9 Review Fieldprint Biometric Disclosure form and select ‘I agree’ then ‘Continue.’



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

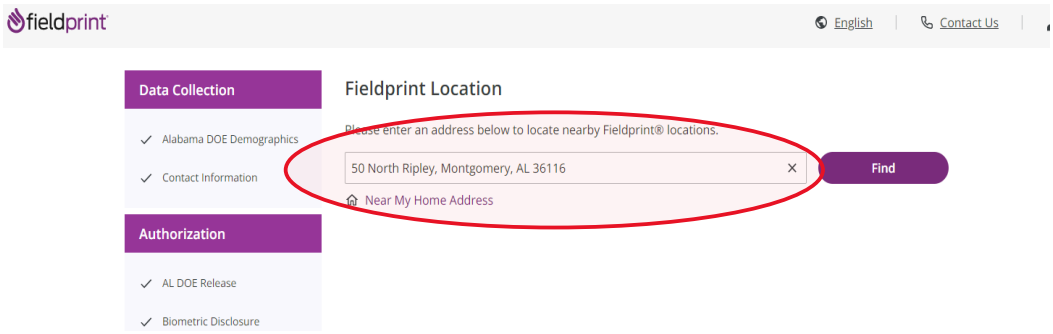


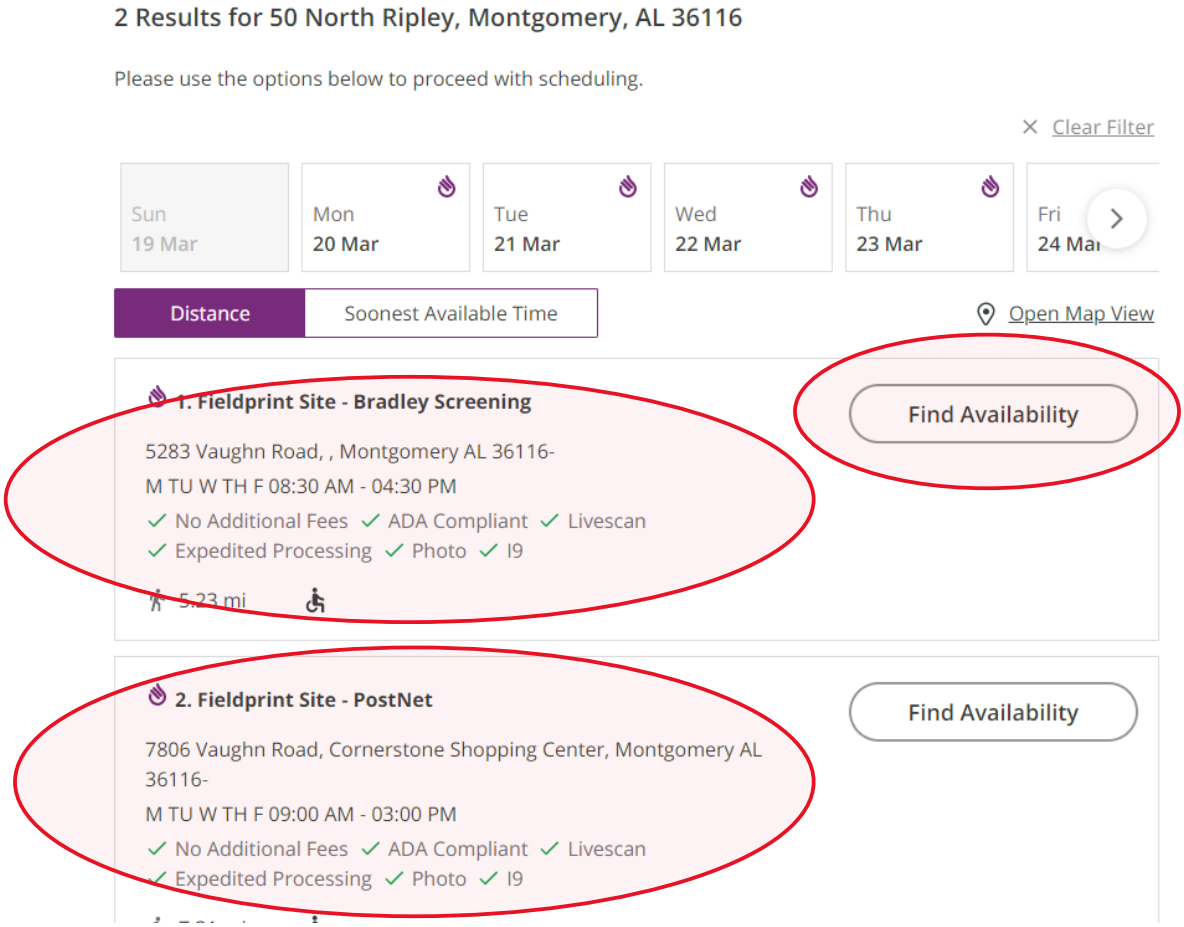
3.11 Review the Privacy Act Statement and select 'I acknowledge…' then 'Continue.'



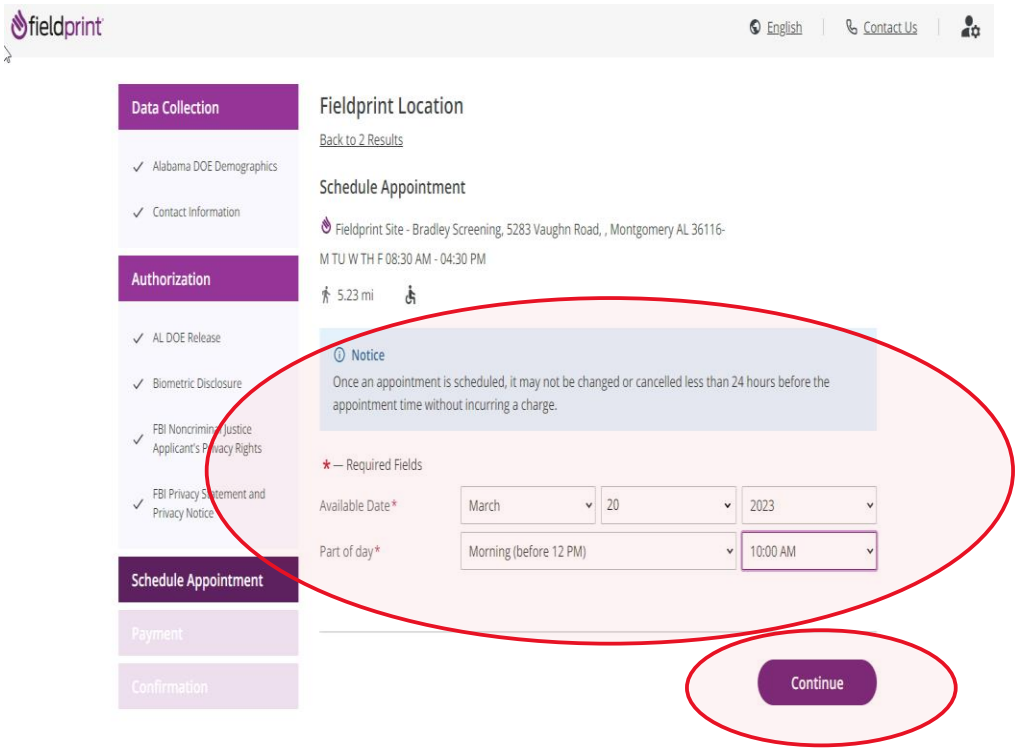
Schedule Appointment and Payment

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.

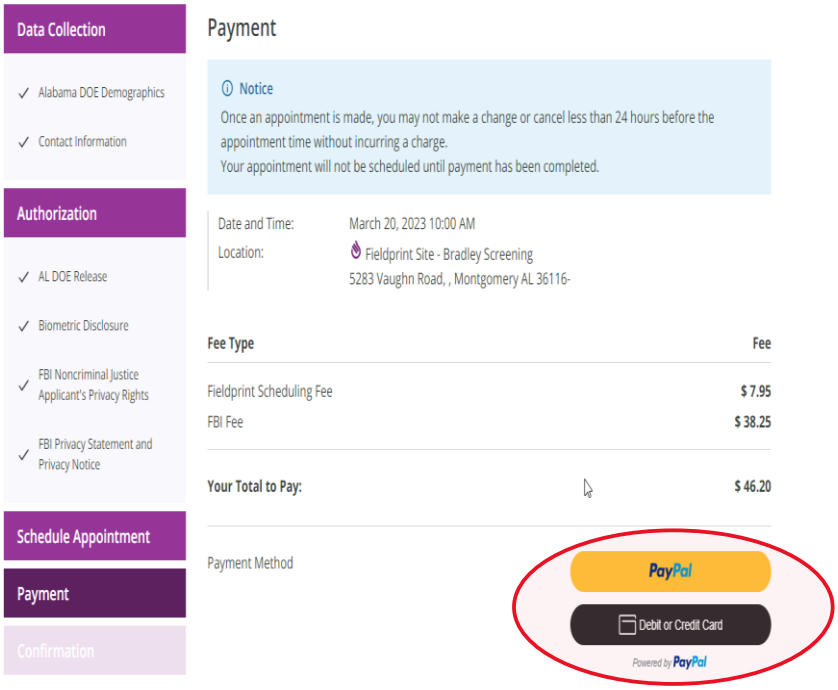




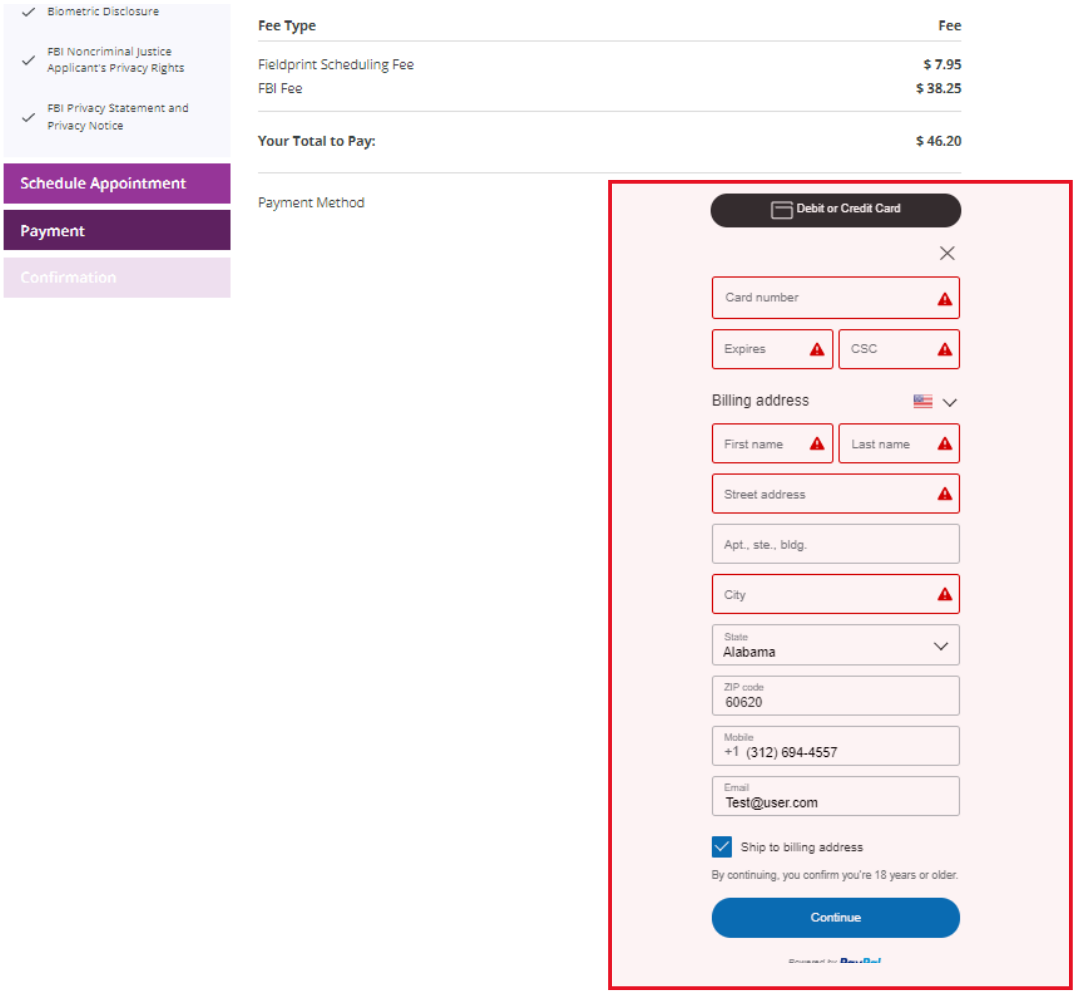
4.2 Select ‘Part of day’ and time of requested appointment.



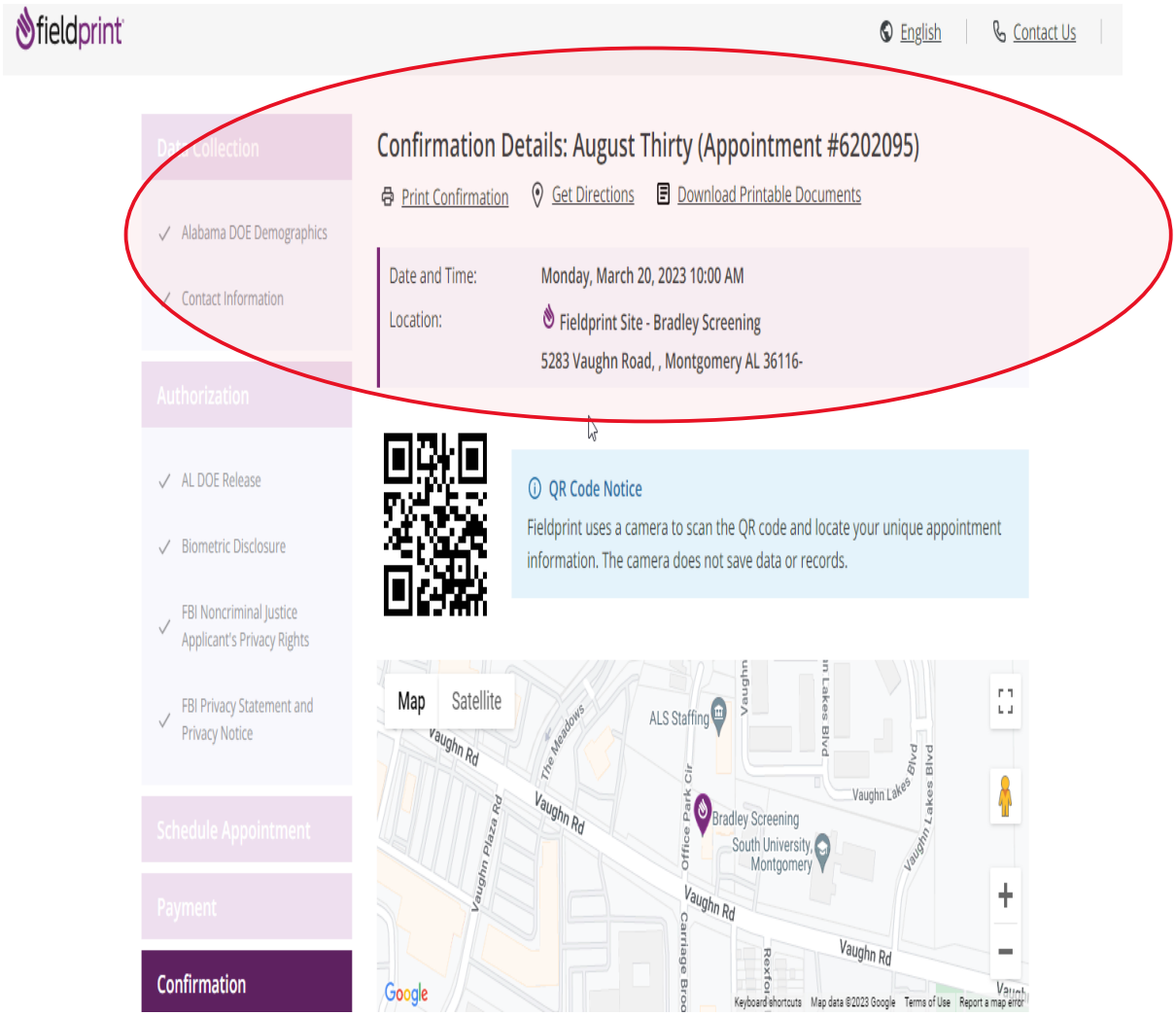
4.3 Select ‘Debit or Credit Card’ or ‘PayPal’ as your payment option.

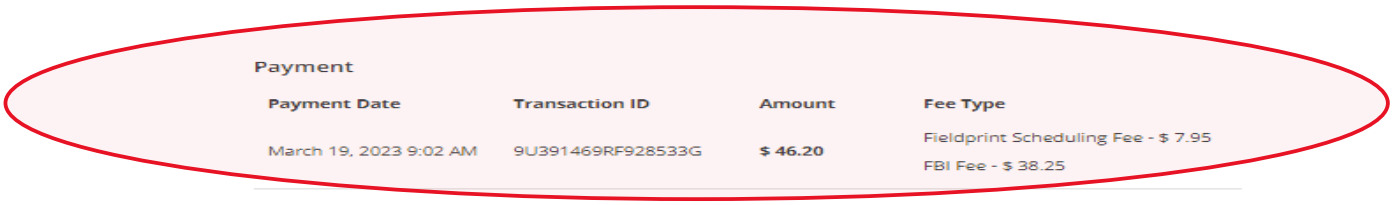


4.4 Insert Payment Account Information



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.

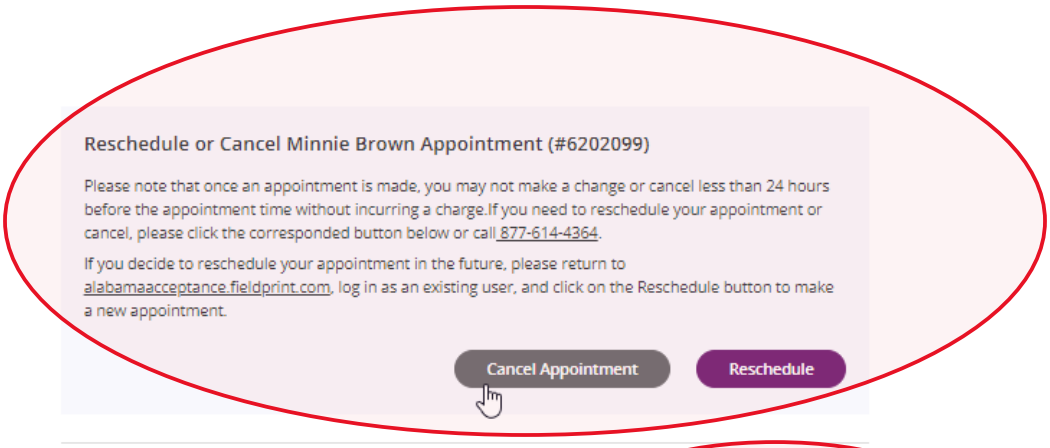
Identification required to complete your appointment

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

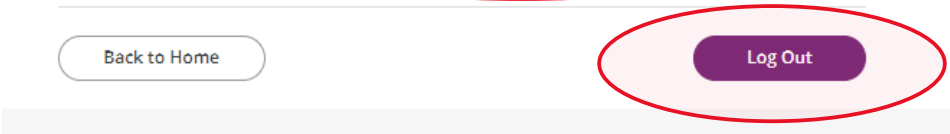


Reschedule or Cancel Minnie Brown Appointment (#6202099)

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.

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