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

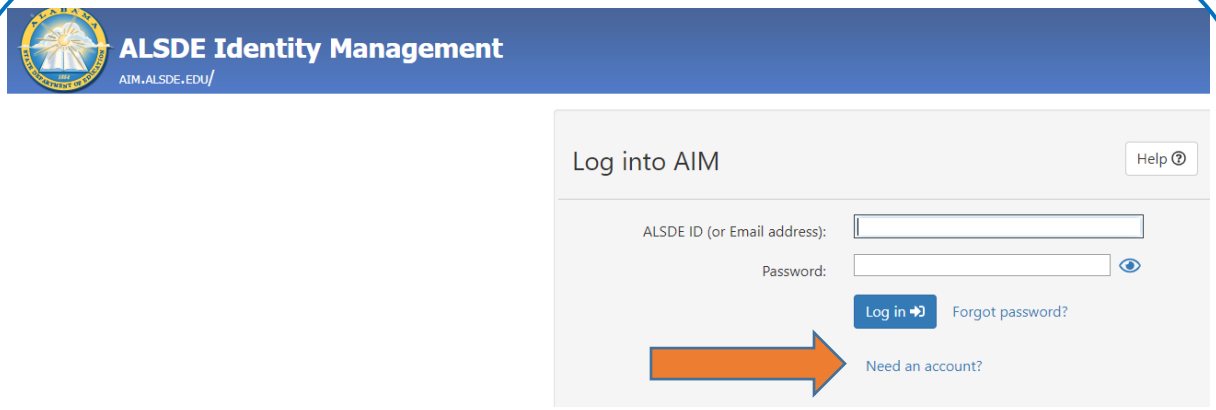
Step 2: Complete Background Check Registration in AIM

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



- 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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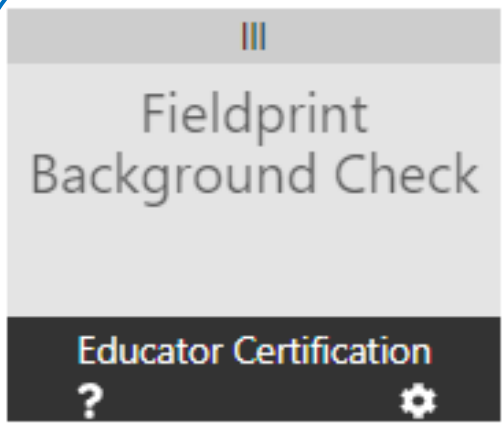
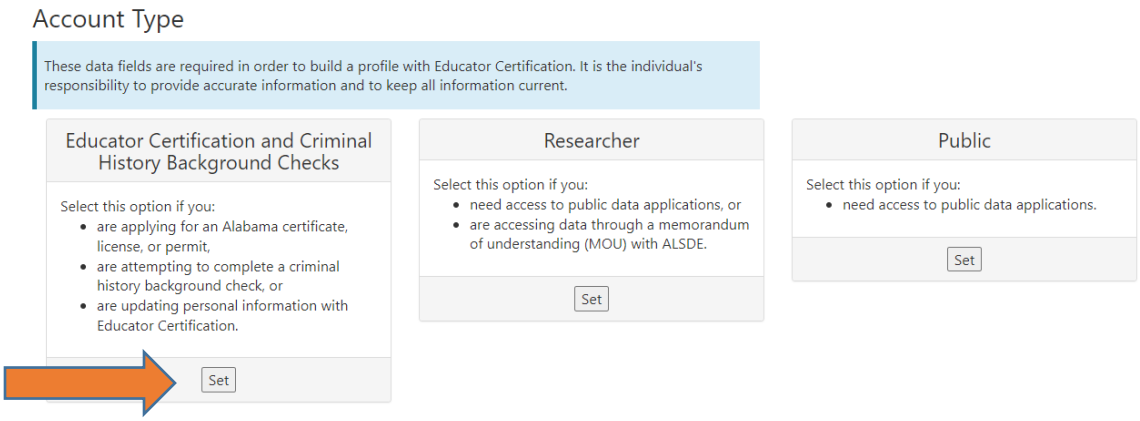
COMPLETE BACKGROUND CHECK REGISTRATION – STEP 2



- Select “Fieldprint Background Check”



- 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

- Select the School System (Athens 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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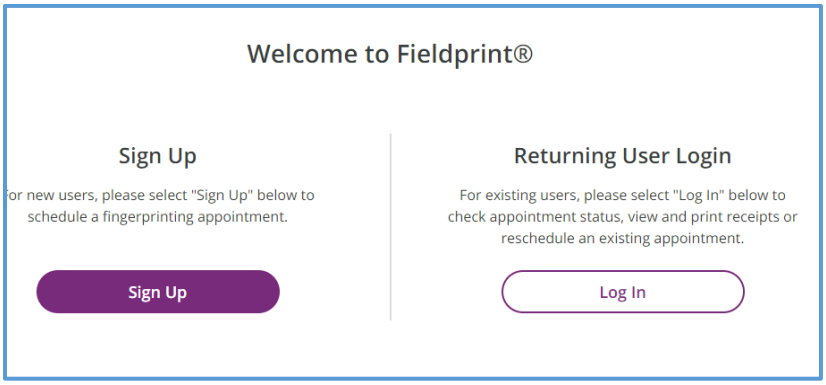
You will be transferred to the Fieldprint Welcome screen

CREATE FIELDPRINT ACCOUNT – STEP 3



- 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
- 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

Pak Mail
1207 East Forrest St. D
Athens, AL 35613
(256) 232-1725

Thornton Mail Stop
7001 Wall Triana HWY, Suite A
Madison, AL 35757

Goin Postal
7169 Highway 72 W
Richland Plaza, Suite A
Madison, AL 35758