

Become a Classified Substitute with Marengo County Schools!

Substitute Positions Available:

- Bus Drivers
 - Custodians/Janitors
 - School Secretaries
-

Application Process

Applications can either be submitted through HireTrue, the official recruitment platform for Alabama schools, or by completing a paper application.

Steps to Apply:

1. Complete the HireTrue Online Application or Paper Application
 2. Complete the ALSDE Fieldprint Background Check
-

Required Documentation

***After background check has been completed, submit the following to the Central Office:**

- Proof of high school diploma or equivalent
- Letter of recommendation from the principal/department head of the location where you would like to substitute
- Copy of valid driver's license
- Copy of Social Security card

- **Bus Drivers:** Valid CDL with **P** & **S** endorsements, ALSDE School Bus Driver Certificate, and current DOT Physical

Once all documents are received, applicants will be recommended for board approval. Once board approved, applicants will be added to the Marengo County Schools Classified Substitute List.

****Note: Applicants will not be recommended for board approval without a suitable and fit background review.***

Ready to Apply?

Click the link below, and select Classified Substitute to begin your application:

<https://careersalk12education.org/marengoco>

Join our team and make a difference in Marengo County Schools!



MARENGO COUNTY BOARD OF EDUCATION

P. O. Box 480339, Linden, Alabama 36748
(334) 295-4123

APPLICATION FOR CLASSIFIED SUBSTITUTE POSITIONS

Name: _____
Last First Middle

Physical Address: Street: _____

City: _____ State: _____ Zip: _____

Mailing Address: Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Social Security Number: _____

CLASSIFIED SUBSTITUTE POSITION(S) FOR WHICH YOU ARE APPLYING

- ☐ Bus Driver
☐ Custodian/Janitor
☐ School Secretary
☐ Other _____

EDUCATION	High School	Vocational School	Undergraduate College/University	Graduate
School Name/ Location				
Years Completed (Circle last year)	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree & Year of Graduation				
Dates Attended				

Do you hold a GED? _____ If yes, give month/year GED was awarded _____

TRAINING	Dates	Where	What
Describe any specialized training, apprenticeship, or internship in which you have participated.			
Describe any honors you have received.			

Have you ever been convicted of a crime? (Exclude minor traffic violations) _____ If yes, explain the nature of the crime, the place and the date. A conviction record will not necessarily bar you from employment. _____

PERSONAL REFERENCE

***List references who are not related to you. Include previous employers and others who have firsthand knowledge of your personal and professional competencies and skills.**

Name	Address/Street City/State/Zip	Official Position	Telephone Number (include area code)
1.			
2.			
3.			
4.			

SPECIAL SKILLS AND QUALIFICATIONS

***Summarize specific job-related skills and qualifications acquired from employment or other experience.**

EMPLOYMENT HISTORY

***Start with your present or last job.**

Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor
Employer	Dates of Employment	Type of Work	Supervisor

Are you presently employed? _____ If yes, with whom and what is your job: _____

Have you ever been dismissed, discharged or have you separated employment to avoid discipline or discharge? _____ If yes, please provide an explanation. _____

I hereby certify that all the information I have provided in this application is true and correct. I authorize the Marengo County Board of Education to make an investigation of my personal, educational, vocational and/or employment history. I further authorize any current/former employer to provide information regarding me. I hereby release and discharge the Board and those who provide information from any liability as a result of furnishing and receiving this information. I understand that any offer of employment is conditional and subject to the outcome of a criminal history background check, drug screening and approval by the Board. I also understand that misinformation on this application will result in termination or refusal to hire.

Applicant Signature: _____ Date: _____

The Marengo County Board of Education is an Equal Employment Opportunity Employer and prohibits discrimination on the basis of race, color, religion, creed, national origin, gender, marital status, age, pregnancy, disability or any other basis prohibited by law.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047

Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)		
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
		☐ 1. A citizen of the United States					
		☐ 2. A noncitizen national of the United States (See Instructions.)					
		☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)					
		☐ 4. An alien authorized to work until (exp. date, if any)					
		If you check Item Number 4. , enter one of these:					
		USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance	
Signature of Employee					Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.			
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Agee, Joan - Administrative Assistant					
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code			
Marengo County Board of Education		101 N. Shiloh Street, Linden, AL 36748			

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



PAYROLL INFORMATION SHEET

NAME (AS IT APPEARS ON YOUR SOCIAL SECURITY CARD):

ADDRESS:

HOME PHONE:

CELL PHONE:

EMAIL ADDRESS:

SOCIAL SECURITY
NUMBER:

DATE OF BIRTH:

POSITION:

LOCATION:

AUTHORIZATION FOR DIRECT DEPOSIT

I, _____,
(Name of Employee-PLEASE PRINT)

hereby authorize the Marengo County Board of Education to direct deposit my payroll check each month into

the financial institution _____.
(Name of Bank)

The bank routing number is _____.

My account number is _____.

**A VOIDED CHECK OR PRINT OUT FROM YOUR BANK SHOWING YOUR ACCOUNT INFORMATION
MUST BE ATTACHED TO THIS FORM FOR YOUR AUTHORIZATION FOR DIRECT DEPOSIT TO
BE COMPLETE. EMPLOYEES WHO DO NOT ATTACH A VOIDED CHECK WILL NOT BE SET UP
FOR DIRECT DEPOSIT.**



**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

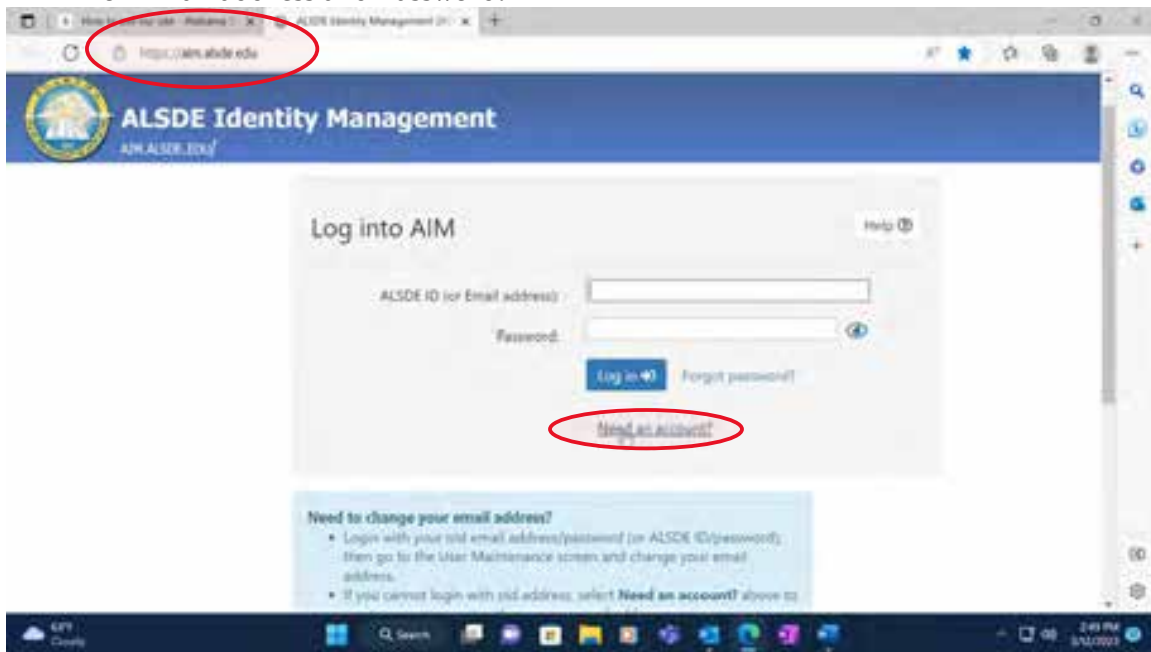
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

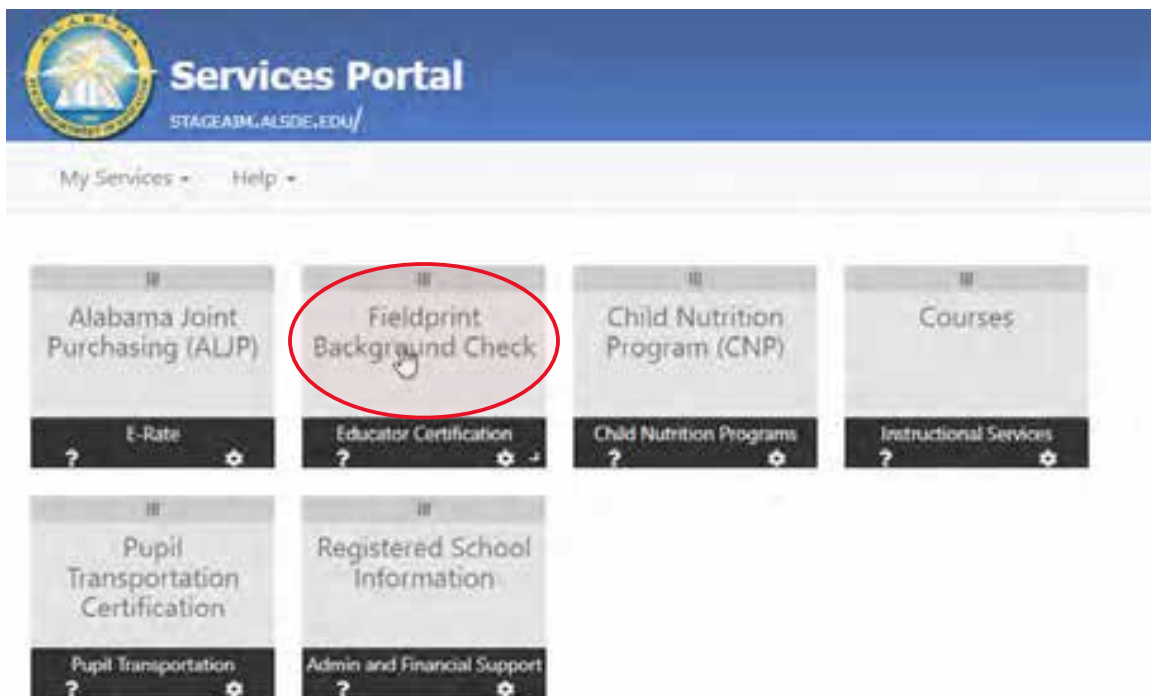
Step 4: Complete authorization forms, schedule appointment, and fee payment

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 ALSDE applications, for assignment in the Education Directory, to properly update teaching certificates and bonds, 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.

Educator Certification and Criminal History Background Checks

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.

Researcher

Select this option if you:

- need access to public data applications, or
- are accessing data through a memorandum of understanding (MOU) with ALSDE.

Public

Select this option if you:

- need access to public data applications.

Set

Note: It is the applicant's responsibility to provide accurate information. Failing to do so may result in 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.

Save

Continue to Citizenship

Continue

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

Citizenship

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.

Are you a legal United States citizen? Yes

Field is required

Save

Continue to Phone Numbers

Continue

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

Phone Numbers

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.

Type	Phone Number	Actions
Home		Add
Work	334.123.4567	Edit Delete
Cell	334.312.1669	Edit Delete

Continue to Home Address

Continue

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

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Home Address

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.

123 West Street

Montgomery, AL 36116

US: United States of America

Edit

Continue to Characteristics

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

Characteristics

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.

Eye Color: Brown

Field is required.

Hair Color: Black

Field is required.

Height (Feet): 6

Field is required.

Height (Inches): 11

Field is required.

Weight (Pounds): 167

Field is required.

Save

Continue to Birth Details

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

Birth Details

Country: United States of America

Field is required.

State: Alabama

Field is required.

Save

Continue to Background Details

Continue

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

Background Check

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.

Scenario

- ☐ You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.
Educator Certification
Authority: Ala. Code 16-22A-301 (1975)
- ☐ You already hold a certification or license as an educator, school bus driver, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).
Certified or Licensed Applicant for Public Employment
Authority: Ala. Code 16-22A-302 and 303 (1975)
- ☒ You are applying for a Substitute Teacher License.
Substitute Teacher License
Authority: Ala. Code 16-22A-302 (1975)
- ☐ 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 the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, caretaker, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.
Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment
Authority: Ala. Code 16-22A-301, 302, and 303 (1975)
- ☐ You are applying for a School Bus Driver Certificate.
School Bus Driver Certification
Authority: Ala. Code 16-22A-302 (1975)
- ☐ You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (205) 684-4827.
Educator Preparation Program
Authority: Ala. Code 16-22-062 (1975)

Continue

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.

The screenshot shows a dropdown menu with the label 'Site' on the left. The menu is open, displaying a list of school systems and institutions in Alabama. The list includes:

- Athens State University (Athens, AL)
- Attmore Christian School (Attmore, AL)
- Attmore Work Release (None Supplied, AL)
- Attala City (Attala, AL)
- Auburn City (Auburn, AL)
- Auburn Classical Academy, Inc. (Auburn, AL)
- Auburn Classical Academy, Inc. (Opelika, AL)
- Auburn Montessori School - The Children's House (Auburn, AL)
- Auburn University (Auburn Univ, AL)
- Auburn University At Montgomery (Montgomery, AL)
- Autsage Academy (Prattville, AL)
- Autsage County (Prattville, AL)
- AWAC Community School (Birmingham, AL)
- Azalea City Christian (Semmes, AL)
- Badwin County (Bay Minette, AL)

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.

Save

Continue to State Identification →

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

State Identification / Driver License

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.

Type: Driver License
State is required

State: AL: Alabama
Field is required

Number: 123456
Field is required

Expiration Date: 3/31/2023
Field is required

Save

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.

RSA ID

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.

Do you have a RSA ID?

☐ Yes ☒ No

Continue to RSA ID

Fieldprint Sign Up to Access Fieldprint

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

fieldprint

Welcome to Fieldprint®

Sign Up
For new users, please select "Sign Up" below to create a new account.

Returning User Login
For existing users, please select "Log In" below to check appointment status, view and print receipts or verify their account information.

Sign Up

Log In

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 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 this 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 888-472-8718.

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

 [Consent Agreement.pdf \(122 KB\)](#)  [Download](#)

[Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)
[eConsent](#) [Biometric Disclosure](#) [FBI Biometric Justice Systems 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*

Username*

Password* 

Confirm Password* 

First Name*

Last Name*

Mobile Phone Number

Security Questions

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

Security Question 1*

Answer 1* 

Security Question 2*

Answer 2* 

Security Question 3*

Answer 3* 

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.'**

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

★ — Required Fields

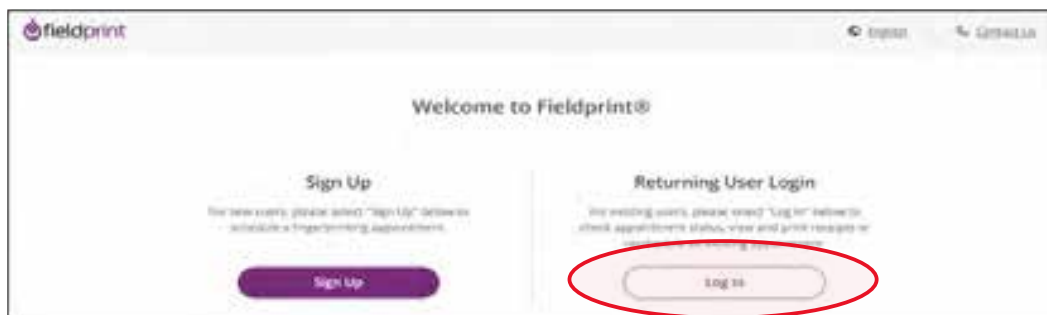
Verification Code *

Your 8-digit code

Didn't receive an email? Click [here](#) to resend email.

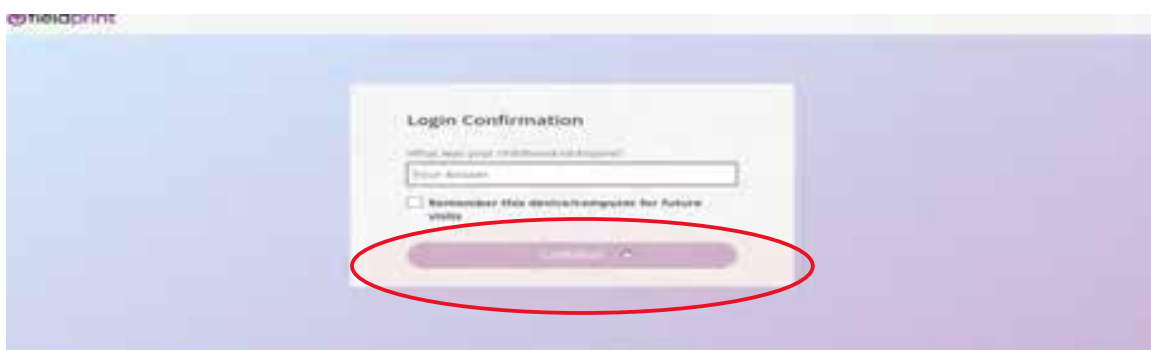
Complete Registration

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



The screenshot shows the Fieldprint welcome page. At the top, it says "Welcome to Fieldprint®". Below this, there are two main sections: "Sign Up" and "Returning User Login". The "Sign Up" section has a "Sign Up" button. The "Returning User Login" section has a "Log In" button, which is circled in red. The "Log In" button is a purple pill-shaped button.

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



The screenshot shows the Fieldprint login confirmation screen. It has a title "Login Confirmation" and a text input field for the answer to a security question. Below the input field is a checkbox labeled "Remember this device/computer for future visits". At the bottom, there is a purple pill-shaped button labeled "Continue", which is circled in red.

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

The screenshot shows the 'Alabama DOE Demographics' form. On the left is a 'Data Collection' sidebar with a list of sections: 'Alabama DOE Demographics' (selected), 'Contact Information', 'Professional Information', 'Professional & Personal Information', and 'Professional & Personal Information'. The main content area is titled 'Alabama DOE Demographics' and 'Please confirm your information below.' It contains three required fields: 'ALSDE ID #' (a text input field), 'Last Name' (a text input field), and 'Date Of Birth' (a date picker with 'Month', 'Day', and 'Year' dropdowns). A mouse cursor is pointing at the 'Date Of Birth' field. At the bottom of the form are two buttons: 'Cancel & Start New' and 'Continue'. The 'Continue' button is circled in red.

3.7 Enter contact information and select 'Continue.'

The screenshot shows the 'Alabama DOE Demographics' form, step 3.7. The 'Data Collection' sidebar on the left has 'Contact Information' selected. The main content area is titled 'Contact Information' and 'Please confirm your information below.' It contains several fields: 'Phone' (a text input field), 'Alternative Phone' (a text input field), 'Email' (a text input field with a placeholder 'e.g. john.doe@alabama.gov'), 'Preferred Contact Method' (radio buttons for 'Email' and 'Phone'), and 'Appointment Reminder' (radio buttons for 'Email' and 'Text'). At the bottom of the form are two buttons: 'Back' and 'Continue'. The 'Continue' button is circled in red.

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

Data Collection

- ✓ Alabama SOS Demographic
- ✓ Contact Information

Authorization

- ☒ AL DOE Release
- ☐ Biometric Disclosure
- ☐ FOIA Request (public or request for Privacy Rights)
- ☐ FOIA Privacy (personnel and Privacy Rights)

AL DOE Release
ATTENTIVE FOR RELEASE OF INFORMATION

Consent, which is the release of information, is provided in writing (written or electronic) and is subject to the following conditions:

1. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
2. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
3. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
4. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
5. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
6. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
7. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
8. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
9. The release of information is provided in writing (written or electronic) and is subject to the following conditions:
10. The release of information is provided in writing (written or electronic) and is subject to the following conditions:

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF PERJURY THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROVIDE FURTHER ASSISTANCE TO THE PERSON WHO IS BEING FINGERPRINTED UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

☒ I agree*

First Name: _____ Last Name: _____

Fieldprint ID: _____

Back **Continue**

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

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Biometric Disclosure
State Required Biometric Information Disclosure and Authorization

Please be advised that your fingerprints will be collected, stored, and used in connection with your biometric data. Your fingerprints will be used for the following purposes:

- 1. To verify your identity when you log in to the system.
- 2. To verify your identity when you log in to the system.
- 3. To verify your identity when you log in to the system.
- 4. To verify your identity when you log in to the system.
- 5. To verify your identity when you log in to the system.
- 6. To verify your identity when you log in to the system.
- 7. To verify your identity when you log in to the system.
- 8. To verify your identity when you log in to the system.
- 9. To verify your identity when you log in to the system.
- 10. To verify your identity when you log in to the system.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF PERJURY THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROVIDE FURTHER ASSISTANCE TO THE PERSON WHO IS BEING FINGERPRINTED UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

☒ I agree*

First Name: _____ Last Name: _____

Fieldprint ID: _____

Back **Continue**

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

[illegible]

3.11 Review the Privacy Act Statement and select ‘I acknowledge...’ then ‘Continue.’

[illegible]

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.**

The screenshot shows the Fieldprint website's location search interface. On the left, there are three purple tabs: 'Data Collection', 'Authorization', and 'Fieldprint Location'. The 'Fieldprint Location' tab is active. Below it, there are three checkboxes: 'Alabama DOE ID# Required', 'Contact Information', and 'Authorization'. The 'Fieldprint Location' section has a heading 'Fieldprint Location' and a sub-heading 'Please enter an address below to locate nearby Fieldprint locations.' Below this is a text input field containing '50 North Ripley, Montgomery, AL 36116'. To the right of the input field is a 'Find' button. A red circle highlights the input field and the 'Find' button.

2 Results for 50 North Ripley, Montgomery, AL 36116

Please use the options below to proceed with scheduling.

The screenshot shows the search results page for the address '50 North Ripley, Montgomery, AL 36116'. At the top, there is a 'Clear Filter' button. Below it is a calendar view showing dates from 'Sun 19 Mar' to 'Fri 24 Mar'. Below the calendar are two tabs: 'Distance' and 'Soonest Available Time'. To the right of the tabs is a 'Open Map View' button. Below the tabs are two search results, each with a 'Find Availability' button. The first result is '1. Fieldprint Site - Bradley Screening' with address '5283 Vaughn Road, , Montgomery AL 36116', hours 'M TU W TH F 08:30 AM - 04:30 PM', and features 'No Additional Fees', 'ADA Compliant', 'Livescan', 'Expedited Processing', 'Photo', and 'i9'. The second result is '2. Fieldprint Site - PostNet' with address '7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116', hours 'M TU W TH F 09:00 AM - 03:00 PM', and features 'No Additional Fees', 'ADA Compliant', 'Livescan', 'Expedited Processing', 'Photo', and 'i9'. Red circles highlight the first and second search results and their respective 'Find Availability' buttons.

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

Fieldprint English Contact Us

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Schedule Appointment

Fieldprint Location
[Back to 2 Results](#)

Schedule Appointment

Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116
M Tu W Th F 08:30 AM - 04:30 PM
F 5:23 AM

Notice
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Required Fields

Available Date*
March 20 2023

Part of day*
Morning (before 12 PM) 10:00 AM

Continue

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

Data Collection

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Schedule Appointment

Payment

Notice
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.
Your appointment will not be scheduled until payment has been completed.

Date and Time: March 20, 2023 10:00 AM
Location: Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FBI Fee	\$ 38.25
Your Total to Pay:	\$ 46.20

Payment Method

PayPal

Debit or Credit Card

4.4 Insert Payment Account Information

☒ Billing Disclosure	Fee Type	Fee
☒ No Noncriminal Justice Applicant's Privacy Rights	Fingerprint Scheduling Fee	\$ 7.95
☒ No Privacy Statement and Privacy Notice	FBI Fee	\$ 38.25
	Your Total to Pay:	\$ 46.20

Schedule Appointment

Payment

Payment Method

Debit or Credit Card

Card number

Expires

CCV

Billing address

First name

Last name

Street address

Apt., suite, bldg.

City

State

Alabama

ZIP code

60620

Phone

+1 (312) 654-4557

Email

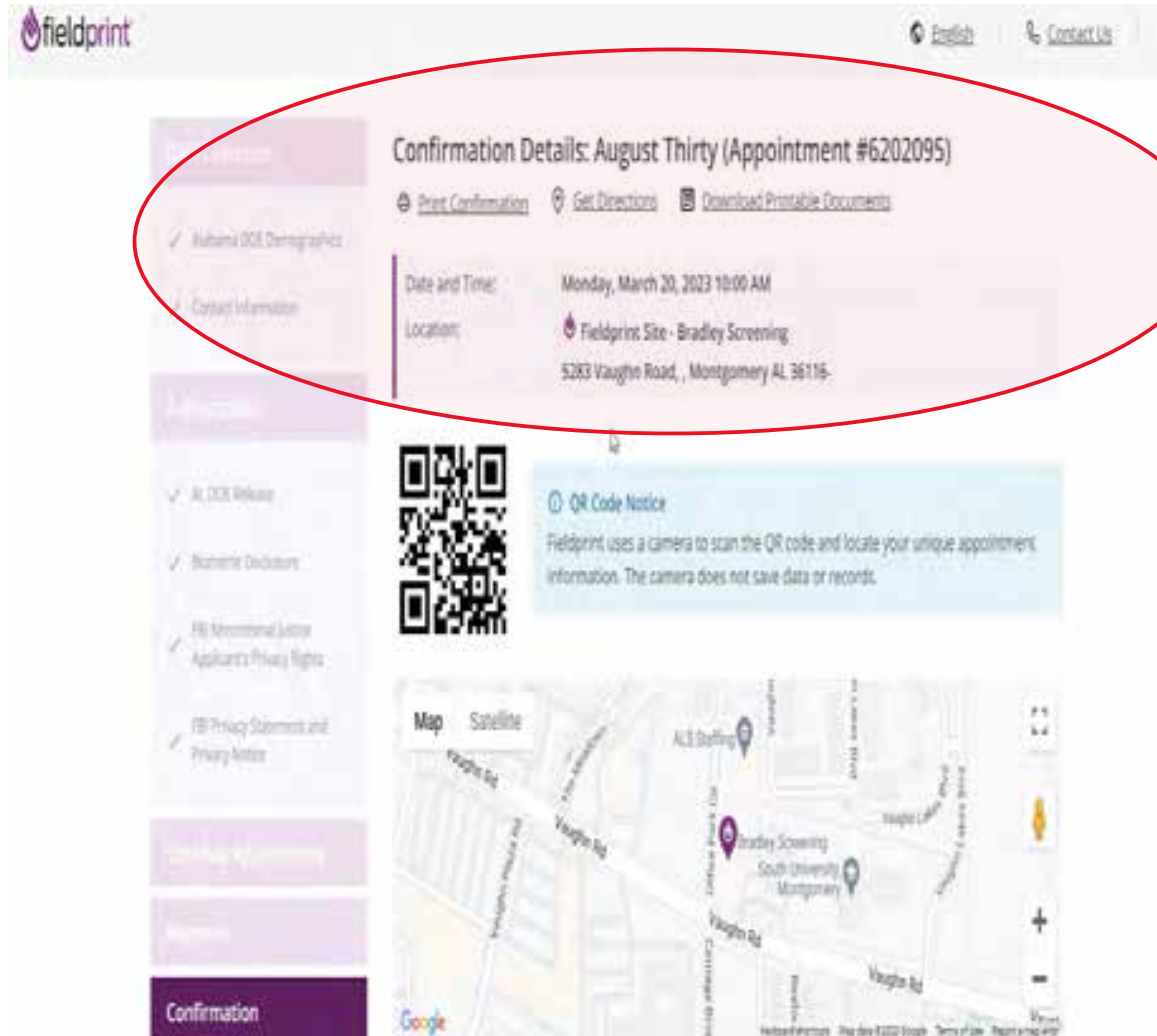
Test@user.com

☒ Ship to billing address

By enrolling, 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 [877-614-6364](tel:877-614-6364).

If you decide to reschedule your appointment in the future, please return to alabamareception.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