



TALLAPOOSA COUNTY

BOARD OF EDUCATION

Casey D. Davis
Superintendent



FINGERPRINTING/BACKGROUND CHECK

All employees are required to submit to a background check for criminal history which includes a fingerprint check by the Alabama Bureau of Investigation and the Federal Bureau of Investigation. The Alabama State Department of Education has contracted with Fieldprint to collect and process fingerprints for school systems in Alabama. Employees must be registered prior to arriving at the fingerprint location. An Alabama State Department of Education AIM account must be created first.

Each applicant will need the following to complete the registration process successfully:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID# (**PLEASE make a note of your ALSDE ID.** It will be located on the top right-hand side of the web page once created.)
- Fee of \$47.95 paid by Debit card, credit card, or PayPal Account (Prepaid debit cards or credit cards are acceptable)
- Ability to provide their 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 <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

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Web Site <http://www.tallapoosak12.org>

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