



**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 \$44.95 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

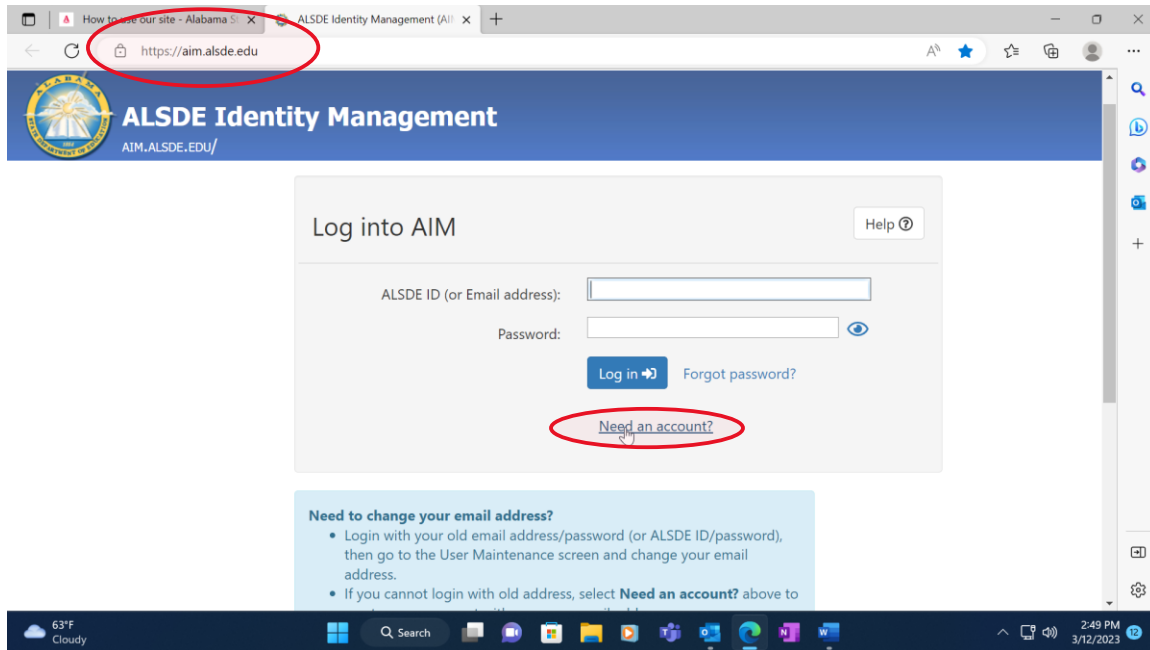
Step 3: Create Fieldprint Account

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

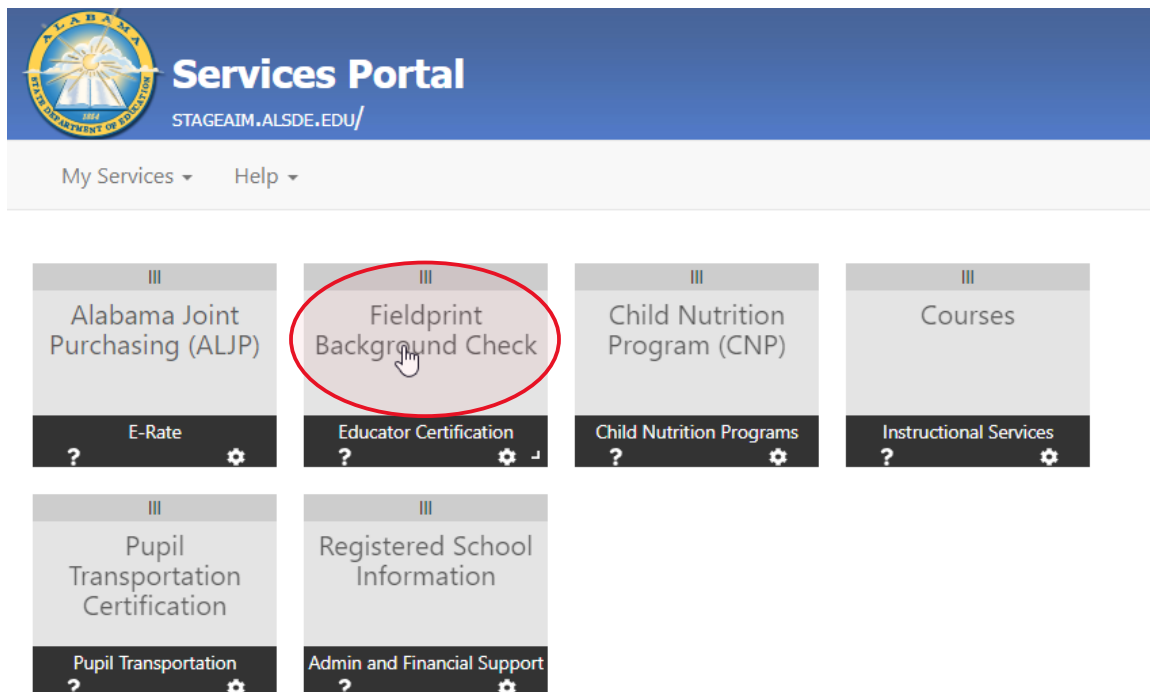
Step 5: Report for fingerprint appointment

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 your AIM account is created, log into AIM and select the ‘Fieldprint Background Check’ tile as shown below.



2.1 Press the '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.

The screenshot shows the 'Account Type' selection screen. On the left is a sidebar with a list of sections: Account Type, Ethnicity/Race, Citizenship, Phone Numbers, Home Address, Characteristics, Birth Details, Background Details, State Identification, and RSA ID. The 'Account Type' section is selected. The main content area has a title 'Account Type' and a blue informational box stating: '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.' Below this are three options: 'Educator Certification and Criminal History Background Checks', 'Researcher', and 'Public'. Each option has a 'Set' button. The 'Set' button for the 'Educator Certification and Criminal History Background Checks' option is circled in red.

Note: It is the applicant's responsibility to provide accurate information. Failing to do so, may result in a significant delay of the background check review. The user needs to keep up with their 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.'

The screenshot shows the 'Race and Ethnicity' entry screen. The sidebar on the left has 'Ethnicity/Race' selected. The main content area has a title 'Race and Ethnicity' and a blue informational box stating: '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.' Below this are two dropdown menus: 'Race' (with 'Black or African Ameri...' selected) and 'Ethnicity' (with 'Not Hispanic/Latino' selected). Both dropdowns have a 'Field is required.' error message. At the bottom, there is a 'Save' button and a 'Continue to Citizenship' button. Both buttons are circled in red.

Time to process page

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

Account Type *
Ethnicity/Race *
Citizenship *
Phone Numbers *
Home Address *
Characteristics *
Birth Details *
Background Check
State Identification *
RSA ID

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 ➔

Time

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

Account Type *
Ethnicity/Race *
Citizenship *
Phone Numbers *
Home Address *
Characteristics *
Birth Details *
Background Check
State Identification *
RSA ID

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.

Home	Add
Work 334.123.4567	Edit Delete
Cell 334.312.1669	Edit Delete

Continue to Home Address ➔

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'

Account Type *

Ethnicity/Race *

Citizenship *

Phone Numbers *

Home Address *

Characteristics *

Birth Details *

Background Check

State Identification *

RSA ID

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) 187
Field is required.

Save

Continue to Birth Details ➕

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

Account Type * Birth Details

Ethnicity/Race * Country: United States of America

Citizenship * State: Alabama

Phone Numbers * Save

Home Address * Continue to Background Details

Characteristics * Continue

Background Check

State Identification *

RSA ID

Time to process page
AIM Version

2.8.a The applicant will select the reason they are seeking the background check.

Extended Demographics

The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

Account Type * Background Details

Ethnicity/Race * 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.

Citizenship * Please select your reason for applying for a certificate, license, or background check.

Phone Numbers * Field is required.

Email Addresses * Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

Home Address * Select...

Characteristics * Field is required.

Birth Details * Save

Background Details * Save

FBI Demographics *

State Identification *

RSA ID

Time to process page: 4:
AIM Version 2024
Identi th Version 2024

2.8.b Revised!! Next, the applicant will select the type of institution they are seeking employment with, the name of the institution, and answer the question regarding convictions.

Extended Demographics

The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

Account Type *

Ethnicity/Race *

Citizenship *

Phone Numbers *

Email Addresses *

Home Address *

Characteristics *

Birth Details *

Background Details *

FBI Demographics *

State Identification *

RSA ID *

Background Details

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.

Please select your reason for applying for a certificate, license, or background check.

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 the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, contractor, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.

Authority: Ala. Code 16-22A-5(a), (b), and (d) (1975)

Field is required.

What type of institution are you currently employed by, or do you plan to work for, in Alabama?

Public/Charter/State/Specialized Treatment Center (STC)

Field is required.

Select site

Alabaster City

Field is required.

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

Select...

Field is required.

Save

2.8.c Applicant answers questions regarding convictions and then selects 'Save' and 'Continue to State Identification.' **Note:** If the applicants select 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. **Note:** 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 judgments, 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 FBI Demographics ➕

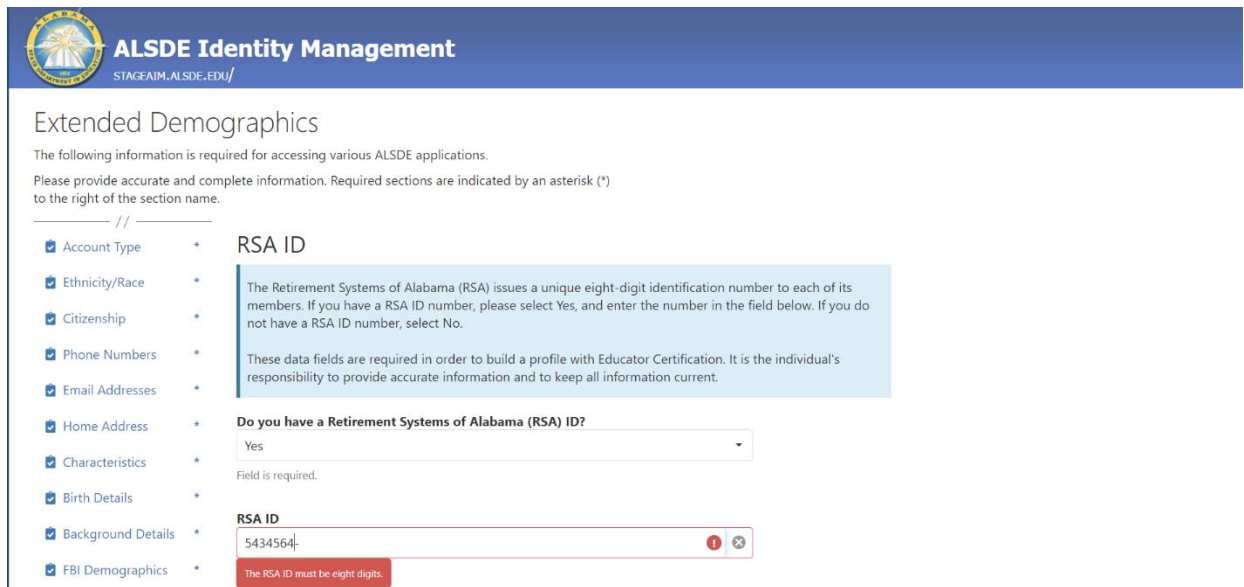
2.8.d FBI Demographics: The FBI Demographics screen has been added to our registration process. The addition of this screen gives us the opportunity to align data collected on Race, Place of Birth, and Country of Citizenship with FBI requirements. This will eliminate errors that applicants frequently found if they entered certain information into these fields. The applicant should enter requested information based on available options and select “Save” to record their selections.

The screenshot shows the 'FBI Demographics' screen. On the left is a sidebar with a list of steps: Account Type, Ethnicity/Race, Citizenship, Phone Numbers, Home Address, Characteristics, Birth Details, Background Details, FBI Demographics (highlighted in blue), State Identification, and RSA ID. The main content area has a title 'FBI Demographics' and a light blue informational box stating: 'This information is required by the Alabama Law Enforcement Agency (ALEA) and the Federal Bureau of Investigation (FBI) for fingerprinting purposes. The ALSDE realizes that some options may not be available for every applicant, but we have no control over these requirements. Choose the best available option possible. Information that you have entered in AIM for race and country of origin will be preserved separately.' Below this, there are three dropdown menus: 'Race' with 'Black or African American.' selected, 'Birthplace' with 'ILLINOIS' selected, and 'Country of Citizenship' with 'UNITED STATES' selected. Each dropdown has a 'Field is required.' message below it. At the bottom left of the form area is a blue 'Save' button, circled in red. At the bottom right is a green 'Continue to State Identification' button with a right arrow icon, also circled in red. A green 'Continue' button with a left arrow icon is at the bottom left of the sidebar.

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

The screenshot shows the 'State Identification / Driver License' screen. The sidebar on the left has the same list of steps as the previous screen, with 'State Identification' highlighted in blue. The main content area has a title 'State Identification / Driver License' and a light blue informational box stating: '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.' Below this, there are four input fields: 'Type' with 'Driver License' selected, 'State' with 'AL: Alabama' selected, 'Number' with '123456' entered, and 'Expiration Date' with '3/31/2023' entered. Each field has a 'Field is required.' message below it. At the bottom left of the form area is a blue 'Save' button, circled in red. At the bottom right is a green 'Continue to RSA ID' button with a right arrow icon, also circled in red. A green 'Continue' button with a left arrow icon is at the bottom left of the sidebar.

2.10 **Revised!!** Enter RSA ID details and select continue. Note: RSA ID number is optional. If you you're your eight digit RSA ID# enter it in the fields as shown. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration.



ALSDE Identity Management
STAGEAIM.ALSDE.EDU/

Extended Demographics

The following information is required for accessing various ALSDE applications.
Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

//

- ☒ Account Type *
- ☒ Ethnicity/Race *
- ☒ Citizenship *
- ☒ Phone Numbers *
- ☒ Email Addresses *
- ☒ Home Address *
- ☒ Characteristics *
- ☒ Birth Details *
- ☒ Background Details *
- ☒ FBI Demographics *

RSA ID

The Retirement Systems of Alabama (RSA) issues a unique eight-digit identification number to each of its members. If you have a RSA ID number, please select Yes, and enter the number in the field below. If you do not have a RSA ID number, select No.

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 Retirement Systems of Alabama (RSA) ID?

Yes

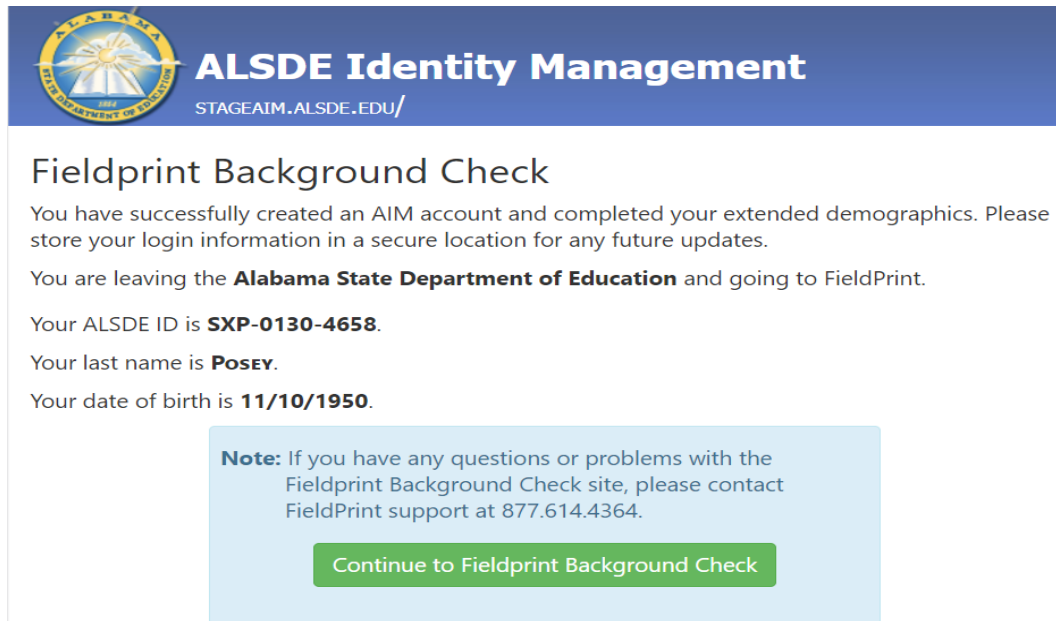
Field is required.

RSA ID

5434564

The RSA ID must be eight digits.

2.11 Applicant should record their ALSDE ID# for use later in the process.



ALSDE Identity Management
STAGEAIM.ALSDE.EDU/

Fieldprint Background Check

You have successfully created an AIM account and completed your extended demographics. Please store your login information in a secure location for any future updates.

You are leaving the **Alabama State Department of Education** and going to FieldPrint.

Your ALSDE ID is **SXP-0130-4658**.

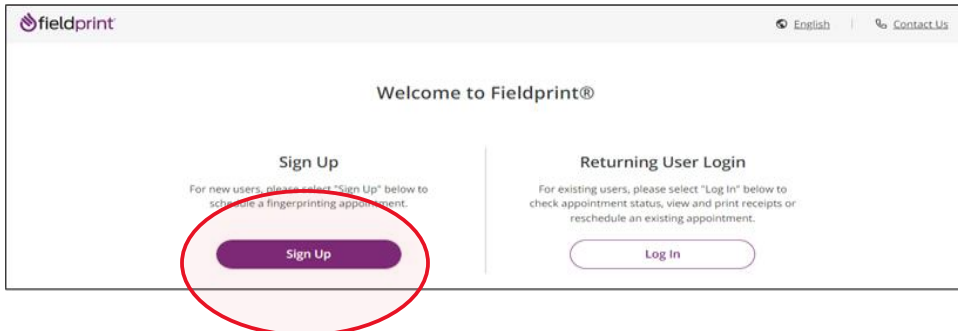
Your last name is **POSEY**.

Your date of birth is **11/10/1950**.

Note: If you have any questions or problems with the Fieldprint Background Check site, please contact FieldPrint support at 877.614.4364.

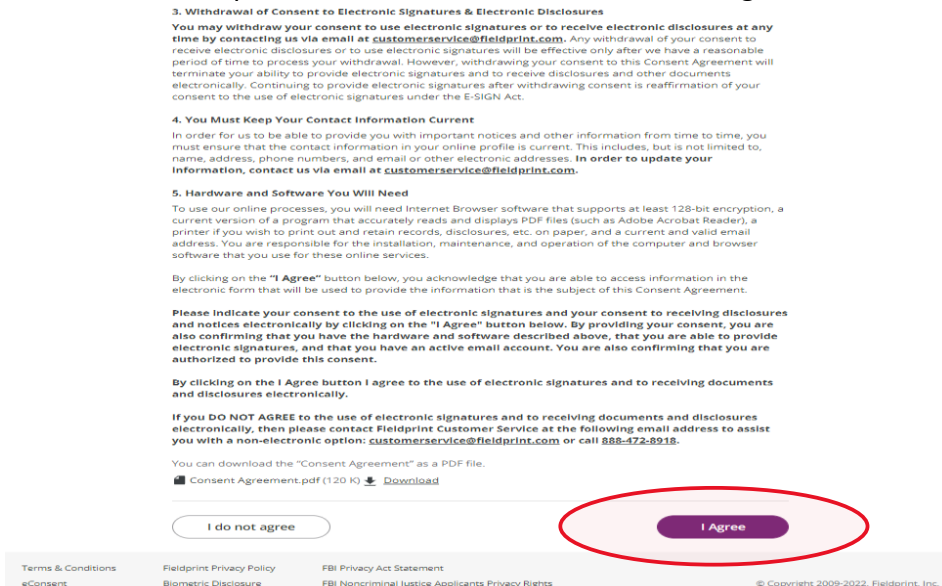
[Continue to Fieldprint Background Check](#)

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



The image shows the Fieldprint welcome screen. At the top left is the Fieldprint logo. At the top right are links for 'English' and 'Contact Us'. The main heading is 'Welcome to Fieldprint®'. Below this are two columns. The left column is titled 'Sign Up' and contains the text 'For new users, please select "Sign Up" below to schedule a fingerprinting appointment.' Below this text is a purple button labeled 'Sign Up', which is circled in red. The right column is titled 'Returning User Login' and contains 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 light purple button labeled 'Log In'.

3.1 User will review Fieldprint Authorization form and select 'I Agree.'



The image shows the Fieldprint Authorization form. It contains several sections of text regarding consent and terms of service. At the bottom, there are two buttons: 'I do not agree' and 'I Agree'. The 'I Agree' button is circled in red. Below the buttons is a footer with links for 'Terms & Conditions', 'Fieldprint Privacy Policy', 'FBI Privacy Act Statement', and 'FBI Noncriminal Justice Applicants Privacy Rights'. There is also a copyright notice: '© Copyright 2009-2022, Fieldprint, Inc.'

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 \(120 KB\)](#) [Download](#)

Terms & Conditions
eConsent

Fieldprint Privacy Policy
Biometric Disclosure

FBI Privacy Act Statement
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 *	<input type="text" value="e.g. example@domain.com"/>
Username *	<input type="text"/>
Password *	<input type="password"/> show
Confirm Password *	<input type="password"/> show
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile Phone Number	<input type="text"/>

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 *	<input type="text" value="Select one"/>
Answer 1 *	<input type="text"/> show
Security Question 2 *	<input type="text" value="Select one"/>
Answer 2 *	<input type="text"/> show
Security Question 3 *	<input type="text" value="Select one"/>
Answer 3 *	<input type="text"/> 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.'

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.

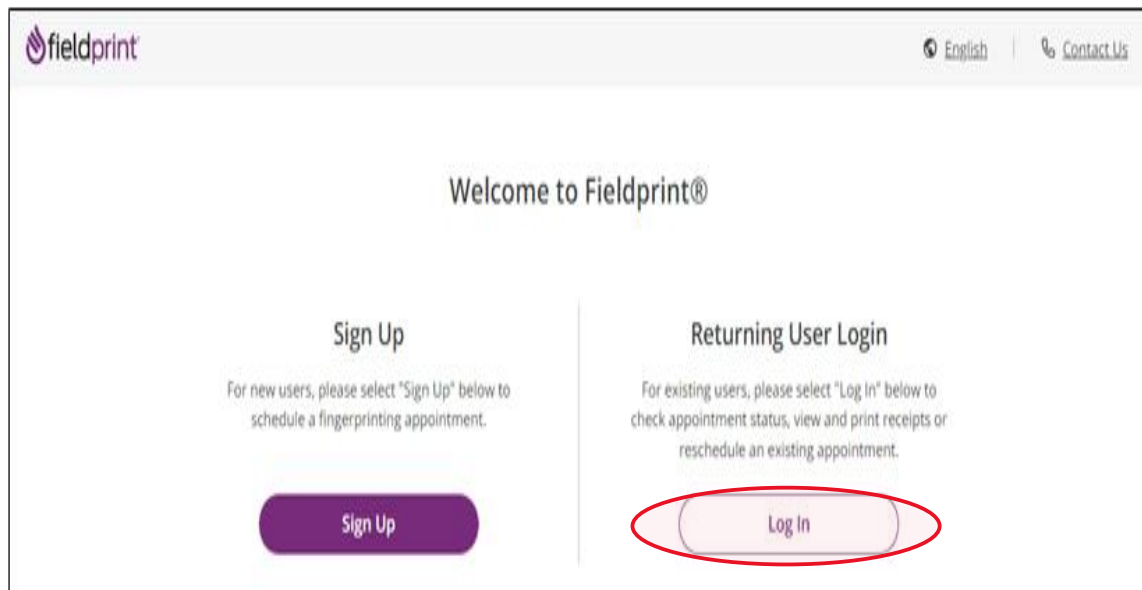
★ — Required Fields

Verification Code *	<input type="text" value="Your 8-digit code"/>
---------------------	--

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

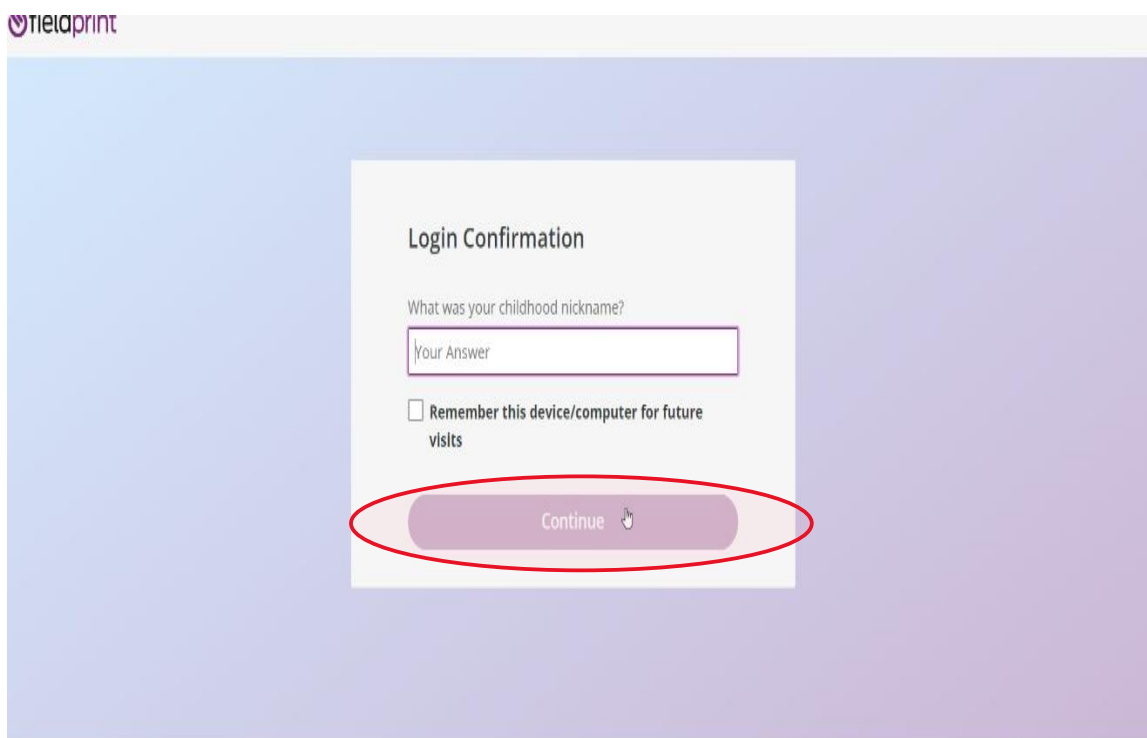
[Complete Registration](#)

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



The screenshot shows the Fieldprint® login page. At the top left is the Fieldprint logo. At the top right are links for "English" and "Contact Us". The main heading is "Welcome to Fieldprint®". Below this, there are two columns. The left column is titled "Sign Up" and contains the text "For new users, please select 'Sign Up' below to schedule a fingerprinting appointment." and a purple "Sign Up" button. The right column is titled "Returning User Login" and contains the text "For existing users, please select 'Log In' below to check appointment status, view and print receipts or reschedule an existing appointment." and a light purple "Log In" button. The "Log In" button is circled in red.

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. At the top left is the Fieldprint logo. The main heading is "Login Confirmation". Below this is the text "What was your childhood nickname?". There is a text input field with the placeholder text "Your Answer". Below the input field is a checkbox labeled "Remember this device/computer for future visits". At the bottom is a purple "Continue" button with a mouse cursor icon. The "Continue" button is circled in red.

3.5.a NEW!! Reason Page: The applicant should simply scroll to the bottom of the page to find AL-Department of Education and then select “Continue with this Reason.”

Note: If any other reason is selected the results will not be sent to the ALSDE and the applicant will need to repeat the registration process correctly.

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to “Don’t have a Fieldprint Code?” and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking “Continue with this Reason.”

Fieldprint Code

Continue with Fieldprint Code

Don't have a Fieldprint Code?

Notice

If you were not issued a Fieldprint Code by your employer/agency, please enter the reason you are being fingerprinted in the blank cell below or select a reason from the list of potential options. If you do not know the reason for your fingerprinting request or it is not listed, please contact your employer/agency.

10 Total Reasons Available

Search Reasons for Fingerprint

AL – Department of Education

DOE CertEd

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department Education.

Continue with this Reason

AL – Department of Human Resources

DHR Affiliated Agency (Child Welfare, Exempt Day Care, Internships and Volunteers)

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Human Resources.

Continue with this Reason

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

Data Collection

Alabama DOE Demographics

Contact Information

Authorization

AL DOE Release

Biometric Disclosure

FBI Noncriminal Justice Applicant's Privacy Rights

FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

Alabama DOE Demographics

Please confirm your information below.

Required Fields

ALDOE # *

Last Name *

Date Of Birth *

Month ▼ Day ▼ Year ▼

Cancel & Start New

Continue

3.7 Enter contact information and select 'Continue.'

Alabama DOE Demographics

Contact Information

Authorization

Schedule Appointment

Payment

Confirmation

★ — Required Fields

Phone* ⓘ

Alternate Phone ⓘ

Email ⓘ

Preferred Contact Method★ ⓘ

Appointment Reminder★ ⓘ

e.g. example@domain.com

Email

Phone

Email

No

Back

Continue

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

Data Collection

✓ Alabama DOE Demographics

✓ Contact Information

Authorization

☐ AL DOE Release

☐ Biometric Disclosure

☐ FBI Noncriminal Justice Applicant's Privacy Rights

☐ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

AL DOE Release

AFFIDAVIT FOR RELEASE OF INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to conduct a criminal history background check and to release my criminal history information to the State Superintendent of Education. I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Law Enforcement Agency and its officers and agents from any and all claims, actions, or causes of action which may arise as a consequence of the release of the criminal history information as authorized herein.

If I am an applicant for certification or licensure, or if I am a certified or licensed applicant for employment in a public school, or an applicant for employment at a nonpublic school, or an applicant for a teacher education program, then I understand that the State Superintendent of Education shall provide a suitability determination based on the State Bureau of Investigation and Federal Bureau of Investigation criminal history background information reports.

If I am applying for employment in a non-certified or non-licensed position in a public school then I understand that my potential employer will be notified of my confirmed convictions and pending charges.

I understand that I may be denied employment, unsupervised access to children, the opportunity to serve, or certification or licensure based upon the information contained in the criminal history background information check.

I understand that a refusal to consent to a criminal history background check will result in me not being hired or, if applicable, me not being certified or licensed.

I am aware that I have the right to obtain a copy of the background check report and to challenge its accuracy and completeness. The procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, CFR, § 16.34. I also have a right to obtain a prompt determination as to the validity of such challenge before a decision to retain or hire is made by an employer. Officials making such a determination should not make a decision regarding my license or employment based upon information in the record until I have been afforded a reasonable time to correct or complete the record, or have declined to do so.

I understand that I am entitled to due process in accordance with applicable statutes prior to any possible adverse action taken as a result of information reported from a criminal history background check.

Payment of fingerprint fees and submission of fingerprints shall be deemed further positive affirmation of my intent to have a fingerprint based criminal history background check performed as authorized above.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW 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 PROCEED FURTHER EXCEPT 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*

Your Full Name

James Smith

Today's date

Back

Continue

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

Data Collection

✓ Alabama DOE Demographics

✓ Contact Information

Authorization

✓ AL DOE Release

☐ Biometric Disclosure

☐ FBI Noncriminal Justice Applicant's Privacy Rights

☐ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

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 contract and/or employment with organization requesting your fingerprints ("ORGANIZATION"). Such collection, storage, and use of your fingerprints may occur at any time after the company receives your written authorization, including during the hiring process, as well as during the course of your contract and/or employment with ORGANIZATION or for volunteering/licensing, as the case may be, where permitted by law ("Stated Purposes").

Your fingerprints are being collected and used in order to obtain Criminal History Record Information (CHRI) from state governments and/or agencies in connection with your contract and/or employment or volunteering with ORGANIZATION, or for licensing, as the case may be.

Your fingerprints and any information obtained using your fingerprints will be retained and stored by Fieldprint, Inc., and will be permanently destroyed minimally after three (3) years of your last interaction with Fieldprint, Inc. In some instances, we may retain your fingerprints for less than three (3) years or indefinitely, based on the requirements of our clients, which may be regulatory or otherwise. For the exact retention period for your particular purpose, please contact us at (888) 472-8918. You may view Fieldprint, Inc.'s Privacy Policy, on the retention and destruction of biometric information <https://www.fieldprint.com/privacy-policy/>.

Authorization to Obtain and Disclose Biometric Information

By signing below, I hereby authorize Fieldprint, Inc. to collect, store, and use my fingerprints, and further authorize Fieldprint, Inc. to disclose and use my fingerprints to obtain criminal background information in connection with my Stated Purposes.

By signing below, I further authorize Fieldprint, Inc. to share my fingerprint information, criminal results, and any other information obtained using my fingerprints with ORGANIZATION for the Stated Purposes.

By signing below, I acknowledge and agree that this authorization to obtain and disclose/share my biometric information, criminal results, and any other information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or licensing, as may be applicable, with ORGANIZATION, where permitted by law.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, 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 PROCEED FURTHER EXCEPT 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*

James Smith

Today's date

Back

Continue

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

Data Collection	FBI Noncriminal Justice Applicant's Privacy Rights
<input checked="" type="checkbox"/> Alabama DOE Demographics <input checked="" type="checkbox"/> Contact Information	<p>NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS</p> <p>As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.⁽¹⁾ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 28.12, among other authorities.</p> <ul style="list-style-type: none"> You must be provided an adequate written FBI Privacy Act Statement (dated 2015 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.⁽²⁾ You must be advised in writing of the procedure for obtaining a change, correction, or update of your FBI criminal history record as set forth in 28 CFR 16.34. You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record). If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record. If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/sfa/identity-history-summary-checks and https://www.ado.civil.gov. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.ado.civil.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes or corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) You have the right to expect that officials revealing the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁽³⁾ <p>⁽¹⁾ Written notification includes electronic notification, but excludes oral notification.</p> <p>⁽²⁾ https://www.fbi.gov/services/sfa/identity-history-summary-checks and https://www.ado.civil.gov</p> <p>⁽³⁾ See 5 U.S.C. 552a(h); 28 U.S.C. 534(h); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14606), Article IV(c); 28 CFR 28.20(c), 28.35(d) and 986.3(d).</p> <p>DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL</p> <p>Como solicitante sujeto a una indagación nacional de antecedentes criminales basada en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se detallan a continuación. Toda notificación se le debe proveer por escrito.⁽¹⁾ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 28.12, entre otras autorizaciones.</p> <ul style="list-style-type: none"> Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2015 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigará, compartirá, o retendrá sus huellas digitales e información relacionada.⁽²⁾ Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34. Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial). Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, o otro beneficio basado en la información contenida en su historial criminal del FBI. Si le permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para revisarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en https://www.fbi.gov/services/sfa/identity-history-summary-checks y https://www.ado.civil.gov. Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petition por medio de https://www.ado.civil.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.) Usted tiene el derecho de esperar que los funcionarios que reciben los resultados de la investigación de su historial criminal lo usaran para los propósitos autorizados y que no los vendieran o divulgaran en violación a los estatutos, normas o órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.⁽³⁾ <p>⁽¹⁾ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.</p> <p>⁽²⁾ https://www.fbi.gov/services/sfa/identity-history-summary-checks and https://www.ado.civil.gov</p> <p>⁽³⁾ Vea 5 U.S.C. 552a(h); 28 U.S.C. 534(h); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14606), Article IV(c); 28 CFR 28.20(c), 28.35(d) y 986.3(d).</p> <p>TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, 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 PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DEPENDENT, FORM FINGERPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.</p> <p><input type="checkbox"/> I acknowledge that I have read, understand, and agree to the above Statement. *</p> <p>Back Continue</p>

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

Data Collection

☒ Alabama DOE Demographics

☒ Contact Information

Authorization

☒ At DOE Release

☒ Biometric Disclosure

☒ FBI Noncriminal Justice Applicant's Privacy Rights

☐ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

FBI Privacy Statement and Privacy Notice

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor system (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Biometric Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Special Circumstances.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del [FD-258 tarjeta de huellas digitales](#).

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye: estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, ordenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencia, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/biometrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biometrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas u o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biometrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a: divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por empleo, contratar, licencia, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de: 30/03/2018

2

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, 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 PROCEED FURTHER EXCEPT 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 acknowledge that I have read, understand, and agree to the above Statement.*

Back

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.

The screenshot shows the Fieldprint website interface. On the left, there are two sections: 'Data Collection' and 'Authorization'. 'Data Collection' includes 'Alabama DOE Demographics' and 'Contact Information'. 'Authorization' includes 'AL DOE Release' and 'Biometric Disclosure'. On the right, the 'Fieldprint Location' section prompts the user to 'Please enter an address below to locate nearby Fieldprint® locations.' A text input field contains '50 North Ripley, Montgomery, AL 36116'. A red oval highlights this input field and the 'Find' button next to it. Below the input field is a link for 'Near My Home Address'.

2 Results for 50 North Ripley, Montgomery, AL 36116

Please use the options below to proceed with scheduling.

The screenshot shows the search results for '50 North Ripley, Montgomery, AL 36116'. At the top, there is a 'Clear Filter' button. Below it is a calendar view showing dates from Sunday, 19 Mar to Friday, 24 Mar. The 'Distance' tab is selected, and the 'Soonest Available Time' tab is also visible. A 'Open Map View' button is present. Two results are listed:

- 1. Fieldprint Site - Bradley Screening**
5283 Vaughn Road, , Montgomery AL 36116-
M TU W TH F 08:30 AM - 04:30 PM
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan
✓ Expedited Processing ✓ Photo ✓ I9
5.23 mi
- 2. Fieldprint Site - PostNet**
7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116-
M TU W TH F 09:00 AM - 03:00 PM
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan
✓ Expedited Processing ✓ Photo ✓ I9

Red ovals highlight the details of each location, including the address, hours, and services. A 'Find Availability' button is visible next to each result.

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

fieldprint English Contact Us

Data Collection

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Fieldprint Location

[Back to 2 Results](#)

Schedule Appointment

Fieldprint Site - Bradley Screening, 5283 Vaughn Road, , Montgomery AL 36116-

M T U W T H F 08:30 AM - 04:30 PM

5.23 mi

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

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

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, 5283 Vaughn Road, , Montgomery AL 36116-

Fee Type	Fee
Fieldprint Scheduling Fee	\$7.95
FBI Fee	\$37.00
Your Total to Pay:	\$44.95

Payment Method

PayPal

Debit or Credit Card

Powered by **PayPal**

4.4 Insert Payment Account Information

✓ Biometric Disclosure

✓ FBI Noncriminal Justice
Applicant's Privacy Rights

✓ FBI Privacy Statement and
Privacy Notice

Schedule Appointment

Payment

Confirmation

Fee Type

Fieldprint Scheduling Fee
FBI Fee

Fee


\$7.95
\$37.00
\$44.95



Your Total to Pay:



Payment Method



Debit or Credit Card


×

Card number 


Expires  CSC 


Billing address  

First name  Last name 

Street address 

Apt., ste., bldg.

City 

State
Alabama 

ZIP code
60620


Mobile
+1 (312) 694-4557

Email
Test@user.com


☒ Ship to billing address

By continuing, you confirm you're 18 years or older.

Continue

Powered by 

- 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.

English | Contact Us

Data Collection

✓ Alabama DOE Demographics

✓ Contact Information

Authorization

✓ AL DOE Release

✓ Biometric Disclosure

✓ FBI Noncriminal Justice Applicant's Privacy Rights

✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

Confirmation Details: August Thirty (Appointment #6202095)

[Print Confirmation](#) | [Get Directions](#) | [Download Printable Documents](#)


Date and Time:

Monday, March 20, 2023 10:00 AM

Location:

Fieldprint Site - Bradley Screening

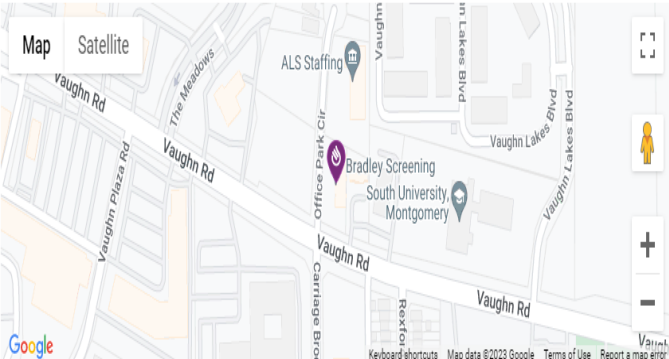
5283 Vaughn Road, , Montgomery AL 36116-



QR Code Notice

Fieldprint uses a camera to scan the QR code and locate your unique appointment information. The camera does not save data or records.

Map Satellite



Keyboard shortcuts Map data ©2023 Google Terms of Use Report a map error

Payment

Payment Date	Transaction ID	Amount	Fee Type
March 19, 2023 9:02 AM	9U391469RF928533G	\$44.95	Fieldprint Scheduling Fee - \$ 7.95
			FBI Fee \$37.00

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](tel: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**