

Background Clearance & Fingerprinting Directions Scottsboro City Schools

In order to work for Scottsboro City Schools in any capacity, one must have a background clearance through the Alabama State Department of Education (ALSDE). This is done through fingerprinting. A clear background check is required **PRIOR** to any work and/or payment for work.

Directions:

1. Click this link to take you to the AIM portal of Alabama State Department of Education: <https://aim.alsde.edu/>.
1. Click create an account.
2. Once your account has been created and you log in, there will be an ID number at the top right hand corner (see image below).



3. Copy or write down the ALSDE ID number assigned to you. You will need this number!
4. Click on the **FIELD PRINT** tab in the middle and follow those instructions to schedule your fingerprint appointment. This is where you will need the ALSDE ID number assigned to you.
5. The nearest fingerprinting location to Scottsboro is the **METRO SPY** location in Huntsville beside Parkway Place mall.
6. The appointments are listed in 5 minute increments because it is a quick process once you get there.
7. You will have to pay for the fingerprinting/background check service during the registration process. This is a fee of approximately \$50.
8. Print out the confirmation after you have made an appointment. Be sure to take that with you to get your fingerprinting/background check done. They will need that QR code on the confirmation. The QR code and confirmation will also be emailed to you.-
9. Once you have completed your fingerprinting/background check appointment, feel free to confirm that with Laura Benson (256-218-2100 or lbenson@scottsboroschools.net).
10. We will be able to check the status of your background check. The results typically come back in 48 hours.

You may use the ALSDE Educator Certification Section directions (attached) to assist you with this process as well.



**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

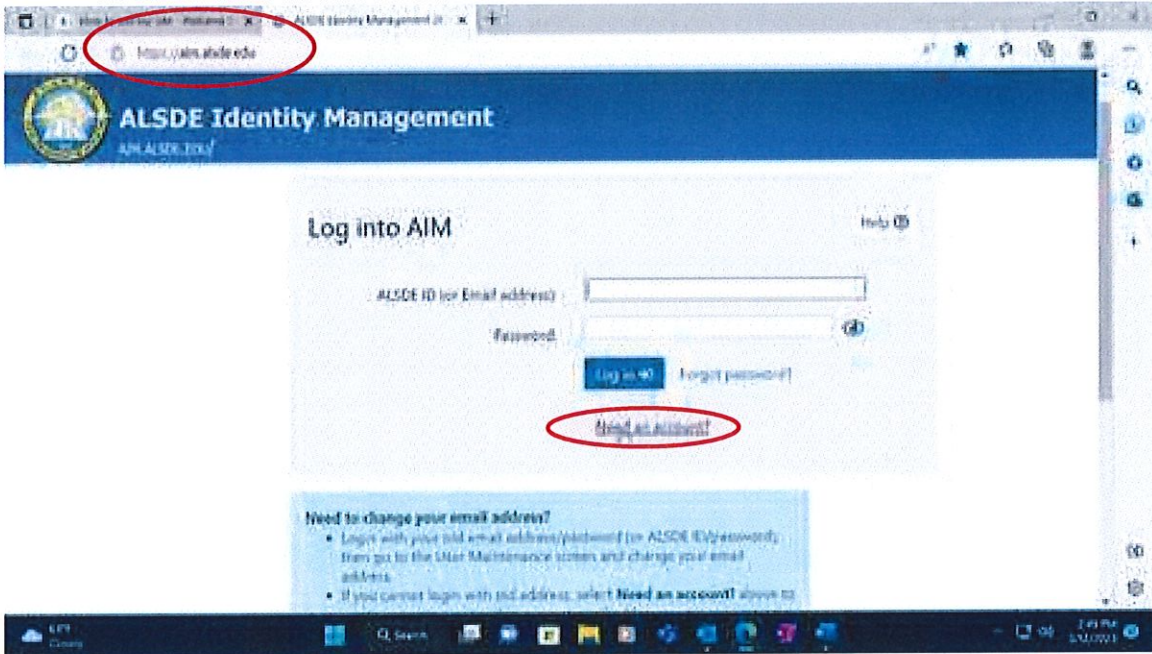
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

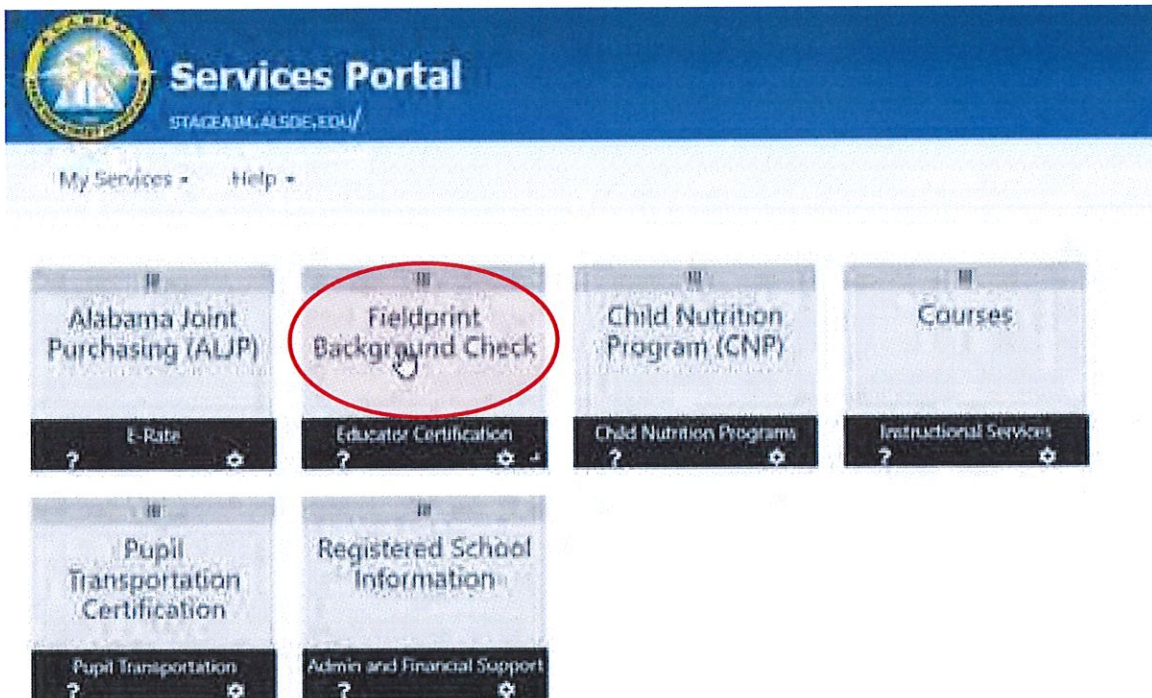
Step 4: Complete authorization forms, schedule appointment, and fee payment

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

The following information is required for accessing the state OER, applications, the assignment of the Education Directory, to provide updates to salary certificates and benefits, and for background checks.

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

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.

The 'Set' button under 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 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

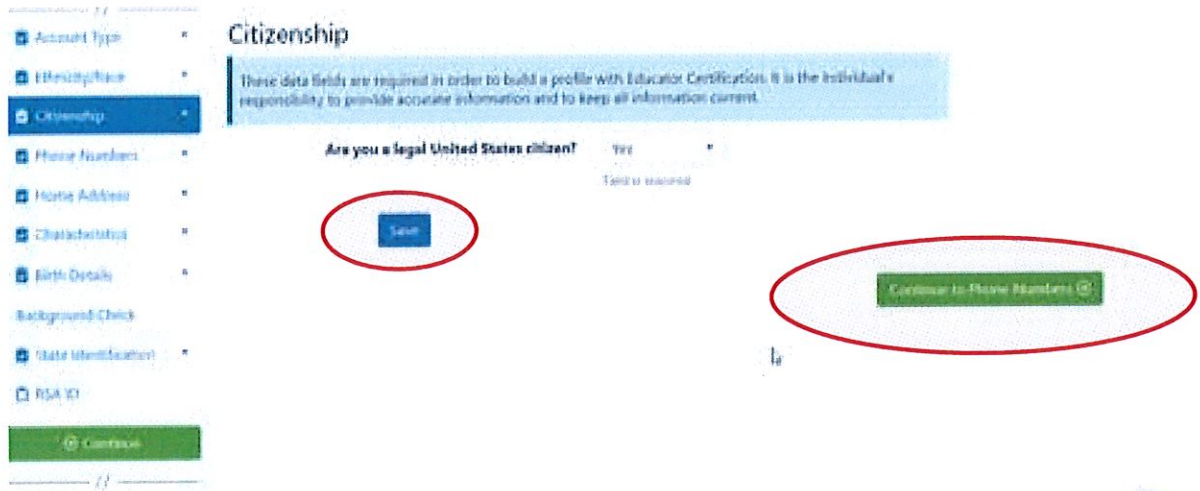
These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race: Black or African American *

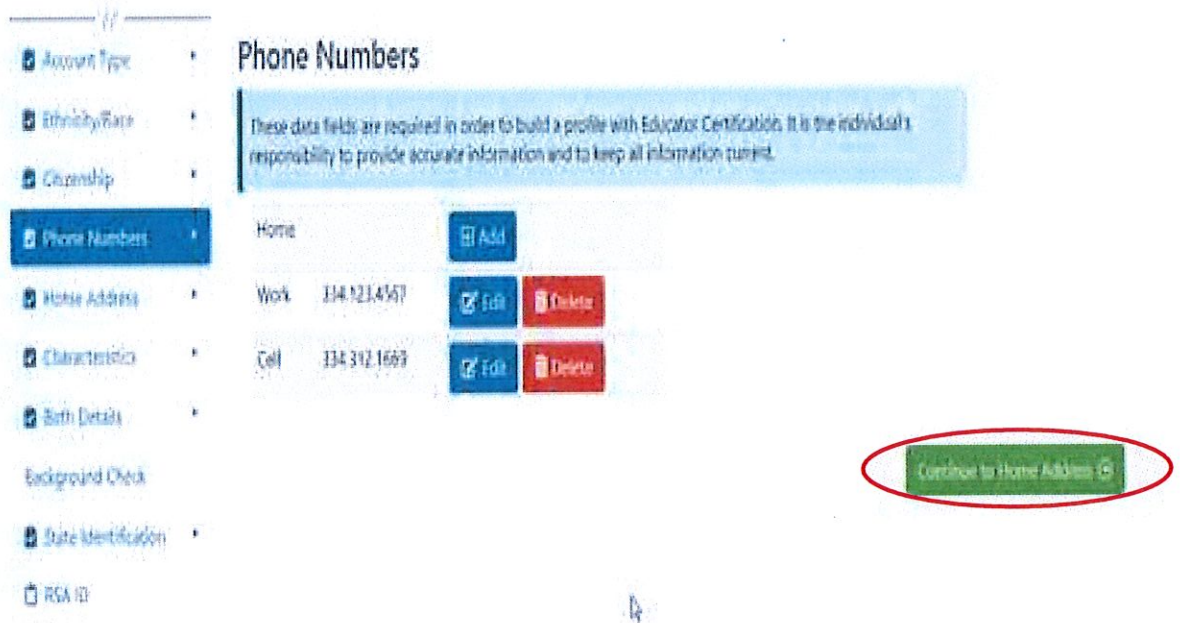
Ethnicity: Not Hispanic/Latino *

The 'Save' button and the 'Continue to Citizenship' button are circled in red.

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



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



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

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

BSA 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

BSA ID

Characteristics

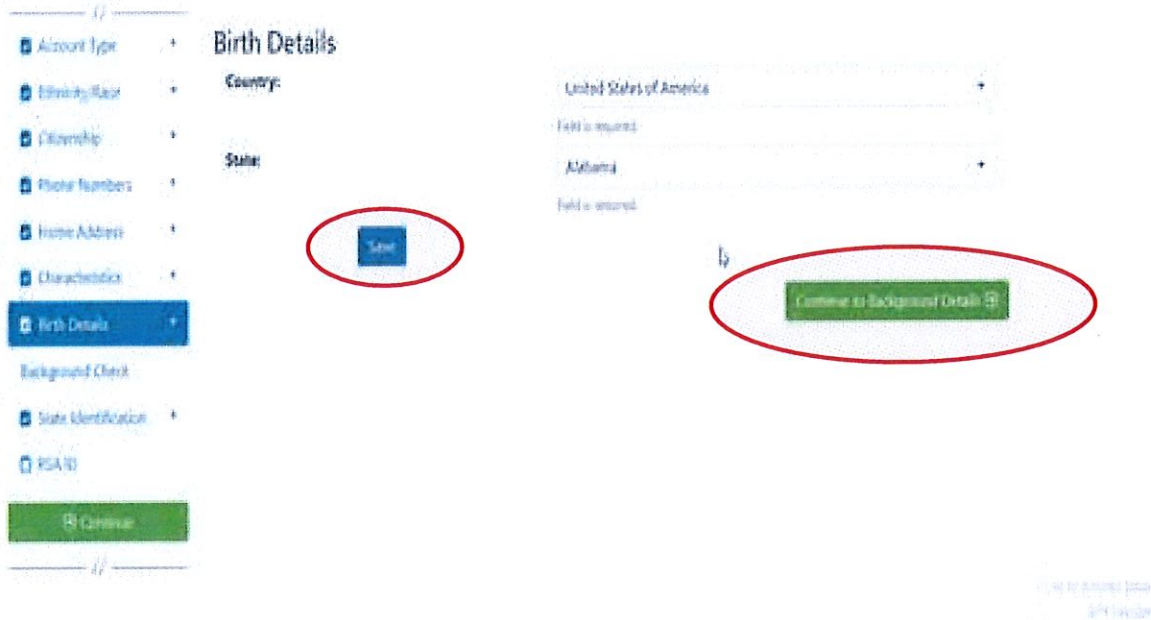
These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Eye Color	Brown	*
	<small>Field is required.</small>	
Hair Color	Black	*
	<small>Field is required.</small>	
Height (Feet)	6	⊙
	<small>Field is required.</small>	
Height (Inches)	71	⊙
	<small>Field is required.</small>	
Weight (Pounds)	167	⊙
	<small>Field is required.</small>	

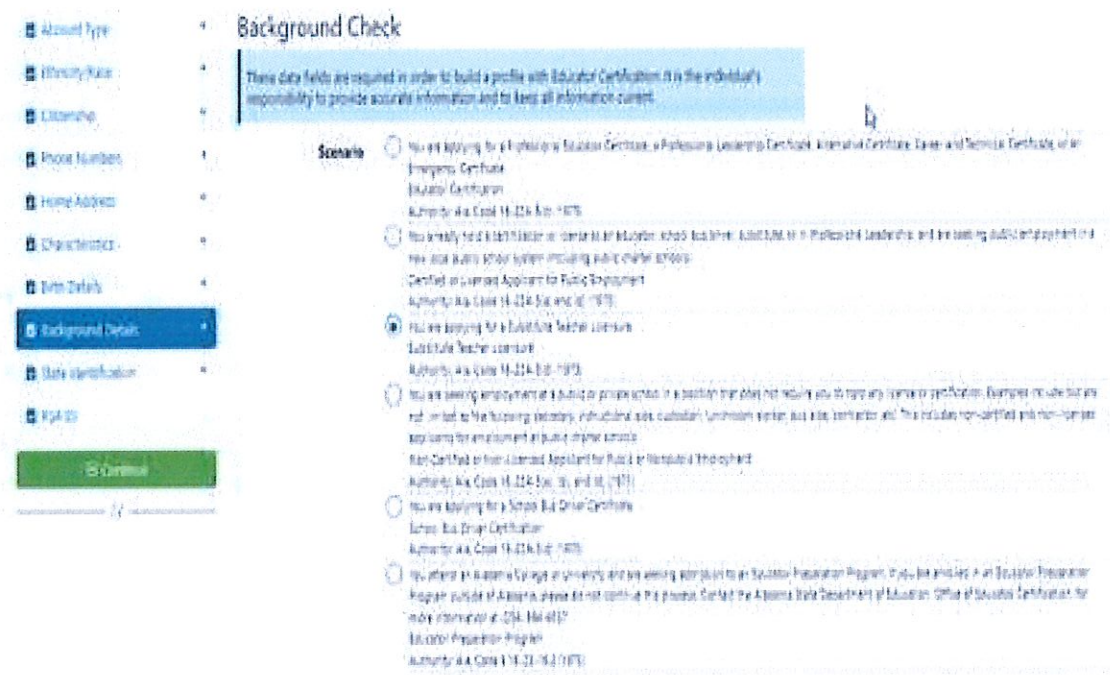
[Save](#)

[Continue to Birth Details](#)

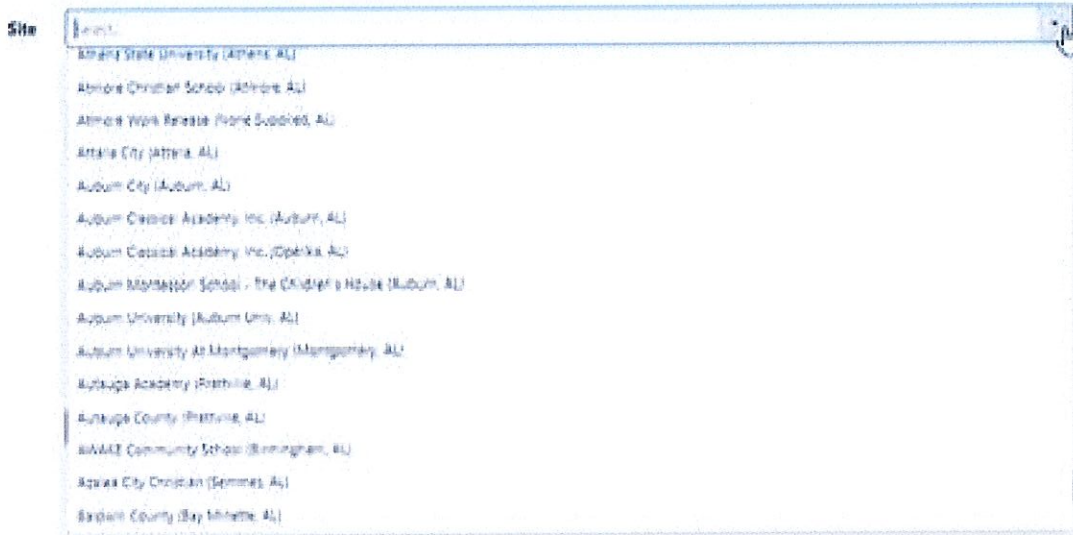
2.7 Enter Birth Details and select ‘Save’ and then ‘Continue to Background Details.’



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



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



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

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.



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

The screenshot shows a web form titled "State Identification / Driver License". On the left is a sidebar menu with options like "Account Type", "Identify/Basic", "Citizenship", "Phone Numbers", "Home Address", "Characteristics", "Birth Details", "Background Check", "State Identification", and "RSA ID". The main form area has a blue header with a warning: "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 several input fields: "Type" (Driver License), "State" (AL Alabama), "Number" (92149), and "Expiration Date" (8/31/2024). At the bottom of the form, there is a blue "Save" button and a green "Continue to RSA ID" button. Both buttons are circled in red.

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.

The screenshot shows a web form titled "RSA ID". It features a blue header with the same warning as the previous form: "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 the header is a question: "Do you have a RSA ID?" with two radio buttons, "Yes" and "No". At the bottom of the form, there is a green "Continue to RSA ID" button, which is circled in red.

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

The screenshot shows the "Welcome to Fieldprint®" page. The page has a white background with the Fieldprint logo in the top left. In the center, there are two main sections: "Sign Up" and "Returning User Login". The "Sign Up" section has a purple "Sign Up" button, which is circled in red. The "Returning User Login" section has a white "Log In" button.

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

3. Withdrawal of Consent to Electronic Signatures & Electronic Documents

You may withdraw your consent to use electronic signatures or to receive electronic documents at any time by contacting us via email at customerservice@fieldprint.com. Any withdrawal of your consent to receive electronic documents or to use electronic signatures will be effective only after we have a valid and verifiable record of your withdrawal. However, withdrawal of your consent to this Consent Agreement will not affect the ability of a valid electronic signature and electronic documents and other documents already in process to provide electronic signatures after withdrawal becomes a requirement of your consent to the use of electronic signatures under the E-Sign Act.

4. You Must Keep Your Contact Information Current

In order to be able to provide you with important notices and other information regarding the use of your account, we need to be able to provide you with accurate contact information. This includes, but is not limited to, name, address, phone numbers, and email address. 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 products, you will need a computer with a processor of at least 1GB in memory, a minimum screen resolution of 1024x768 pixels, and a display resolution of at least 1024x768 pixels. If you wish to print out and retain records, documents, etc. on paper, and a printer and any other software that you use for those records.

By clicking on the "I Agree" button below, you acknowledge that you are providing information as required, and that you 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 documents and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are acknowledging 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, you agree to the use of electronic signatures and to receiving documents and notices electronically.

If you DO NOT AGREE to the use of electronic signatures and to receiving documents and notices electronically, then please contact Fieldprint Customer Service at the following email address to email you with a non-electronic option: customerservice@fieldprint.com or call 1-800-473-6876.

Do you consent to this Consent Agreement? Yes No

I do not agree I Agree

[Terms & Conditions](#) [Privacy Policy](#) [Fieldprint Statement](#) [Fieldprint Data Privacy Policy](#) © Copyright 2023 Fieldprint Inc.

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.

4 - Required Fields

First Name

Last Name

Username

Password

Confirm Password

First Name

Last Name

Security Question

Please select from the dropdown menu and provide answers to the questions you selected. Answers to security questions cannot be duplicated.

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

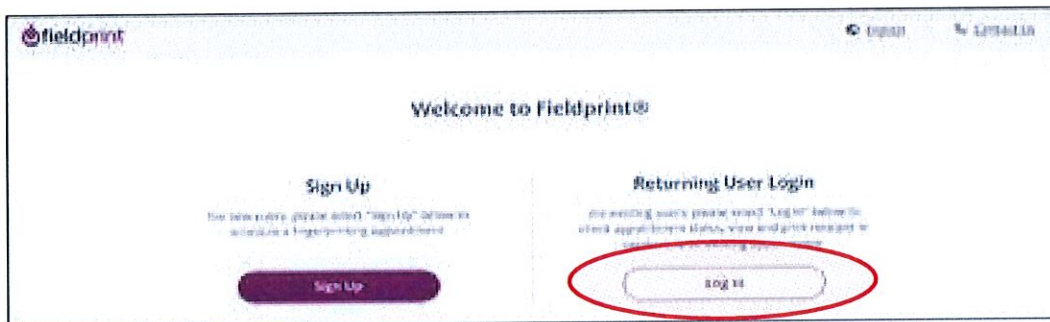
Verification Code *

Your 8 digit code

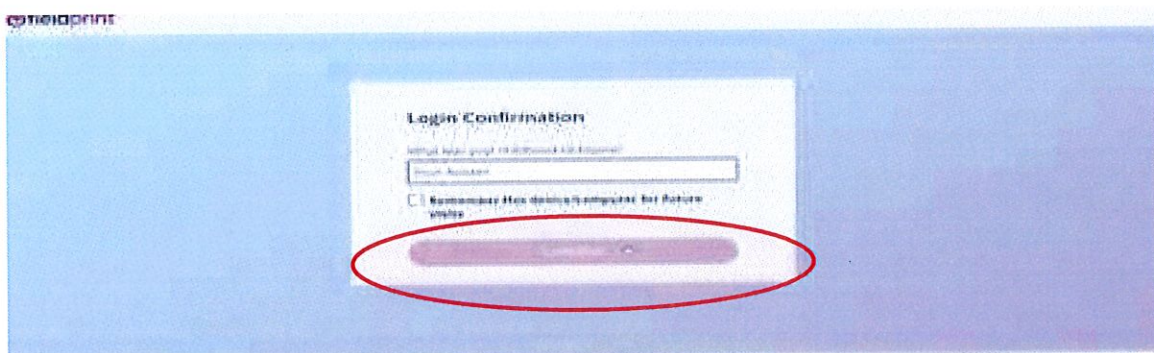
Didn't receive an email? [Click here](#) to resend email.

Complete Registration

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



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



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

Data Collection

Alabama DOE Demographics
Please confirm your information below

Required Fields

ALSDE ID#

Last Name

Date of Birth

Month Day Year

Cancel & Start New

Continue

3.7 Enter contact information and select 'Continue.'

Data Collection

Contact Information
Please confirm your information below

Required Fields

Phone

Alternate Phone

Email

Preferred Contact Method

Appropriate Authority

e.g. example@domain.com

Email Fax

Email Fax

Back

Continue

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

Data Collection

- Alabama (AL) Training website
- Standard Information

Additional Actions

- AL DOE Release
- Biometric Disclosure
- Background Check
- Background Check (Continuation)
- Background Check (Initial)

AL DOE Release

EDUCATOR RELEASE INFORMATION

Consent to release information. This document is required to release information about you to other entities for purposes of the State Department of Education (AL DOE) to conduct background checks and other activities. The information you provide on this form will be used to determine if you are eligible to be employed by the State Department of Education (AL DOE).

You are releasing the information on this form to the AL DOE for purposes of conducting background checks and other activities. The information you provide on this form will be used to determine if you are eligible to be employed by the State Department of Education (AL DOE).

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You are releasing the information on this form to the AL DOE for purposes of conducting background checks and other activities. The information you provide on this form will be used to determine if you are eligible to be employed by the State Department of Education (AL DOE).

I agree

Back Continue

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

Data Collection

- Alabama (AL) Training website
- Standard Information

Additional Actions

- AL DOE Release
- Biometric Disclosure
- Background Check
- Background Check (Continuation)
- Background Check (Initial)

Biometric Disclosure

Fieldprint Biometric Disclosure Information

Consent to release information. This document is required to release information about you to other entities for purposes of the State Department of Education (AL DOE) to conduct background checks and other activities. The information you provide on this form will be used to determine if you are eligible to be employed by the State Department of Education (AL DOE).

You are releasing the information on this form to the AL DOE for purposes of conducting background checks and other activities. The information you provide on this form will be used to determine if you are eligible to be employed by the State Department of Education (AL DOE).

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I agree

Back Continue

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

Data Collection

Authorization

FBI Noncriminal Justice Applicant's Privacy Rights

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant for the position of a noncriminal justice applicant (non-criminal justice) you are required to provide the following information to the FBI. This information is used to determine if you are eligible for the position and to process your application. This information is used for the following purposes:

- To determine if you are eligible for the position.
- To process your application.
- To determine if you are eligible for the position.
- To process your application.

DECLARACION DE DERECHOS DE PRIVACIDAD DEL SOLICITANTE DE PUESTO DE NO CRIMINAL JUSTICE

Como solicitante para el cargo de un solicitante de puesto de no criminal justice (no criminal justice) usted debe proporcionar la siguiente información a la FBI. Esta información se utiliza para determinar si usted es elegible para el cargo y para procesar su solicitud. Esta información se utiliza para los siguientes propósitos:

- Para determinar si usted es elegible para el cargo.
- Para procesar su solicitud.
- Para determinar si usted es elegible para el cargo.
- Para procesar su solicitud.

I acknowledge...

Back **Continue**

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

Data Collection

- Personal Data Items
- System Information

Authentication

- Username
- Password
- Email Address
- Phone Number

File Privacy Statement and Privacy Notice

Privacy Act Statement

[The privacy act statement is located on the back of the 2023-2024 application card.](#)

Notwithstanding to whom this application is submitted, the applicant hereby certifies that the information provided on this application is true and correct to the best of their knowledge and belief. The applicant understands that the information provided on this application will be used for the purpose of processing the application for certification and that the information provided on this application will be used for the purpose of processing the application for certification and that the information provided on this application will be used for the purpose of processing the application for certification.

Declaración de la Ley de Privacidad

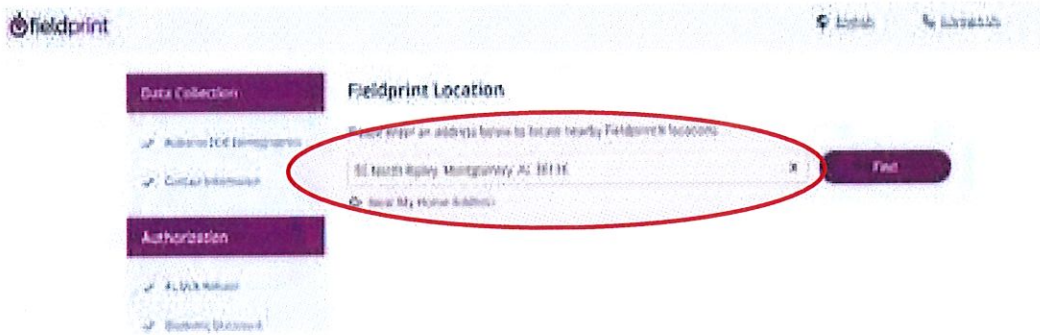
[Una declaración de la ley de privacidad se encuentra en el reverso de la tarjeta de solicitud de 2023-2024.](#)

Notwithstanding to whom this application is submitted, the applicant hereby certifies that the information provided on this application is true and correct to the best of their knowledge and belief. The applicant understands that the information provided on this application will be used for the purpose of processing the application for certification and that the information provided on this application will be used for the purpose of processing the application for certification.

I acknowledge that I have read and understand the Privacy Act Statement and I agree to the terms and conditions of the Privacy Act Statement.

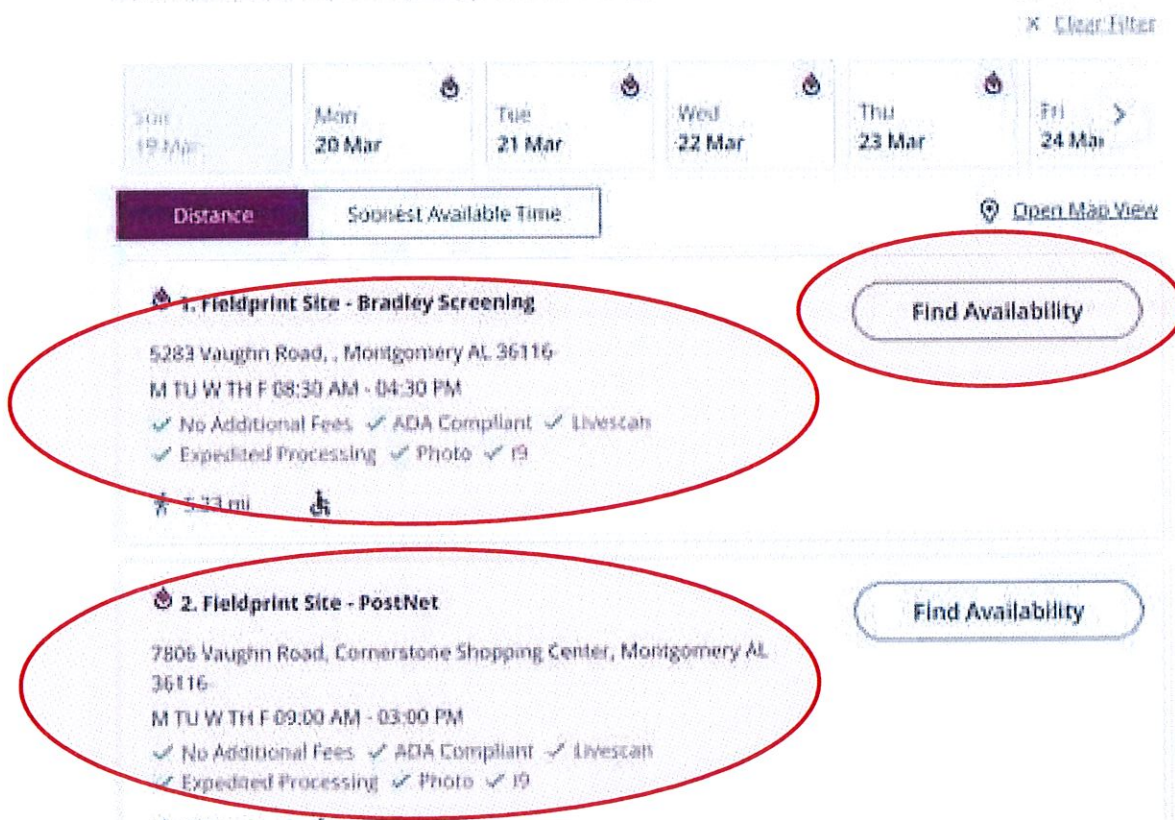
Schedule Appointment and Payment

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.**

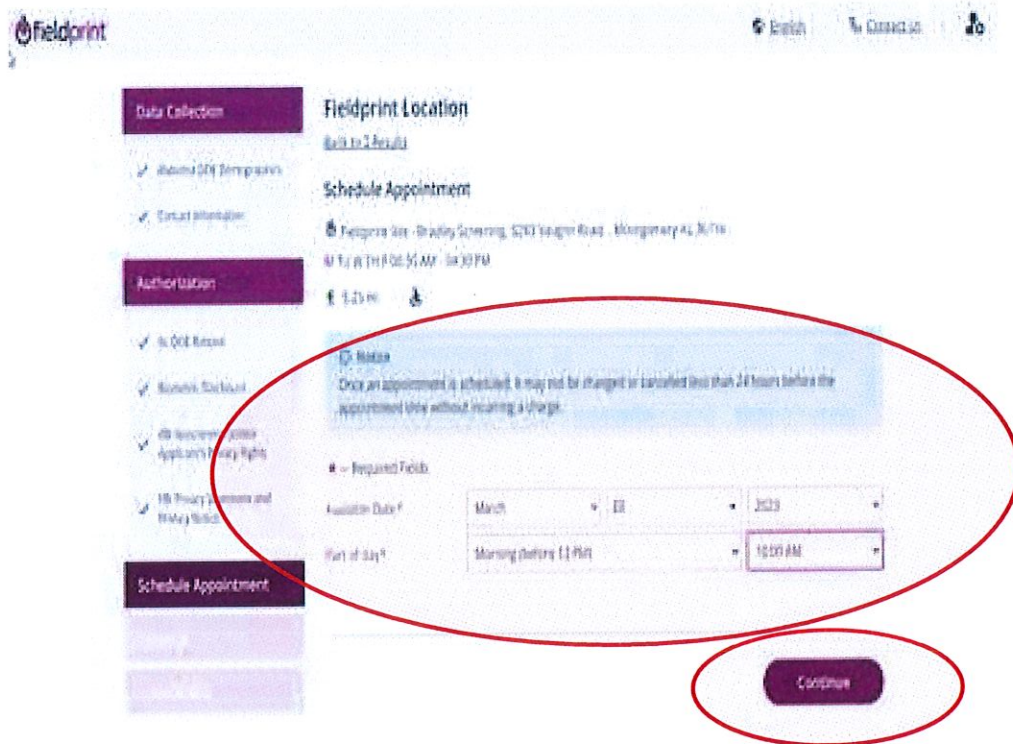


2 Results for 50 North Ripley, Montgomery, AL 36116

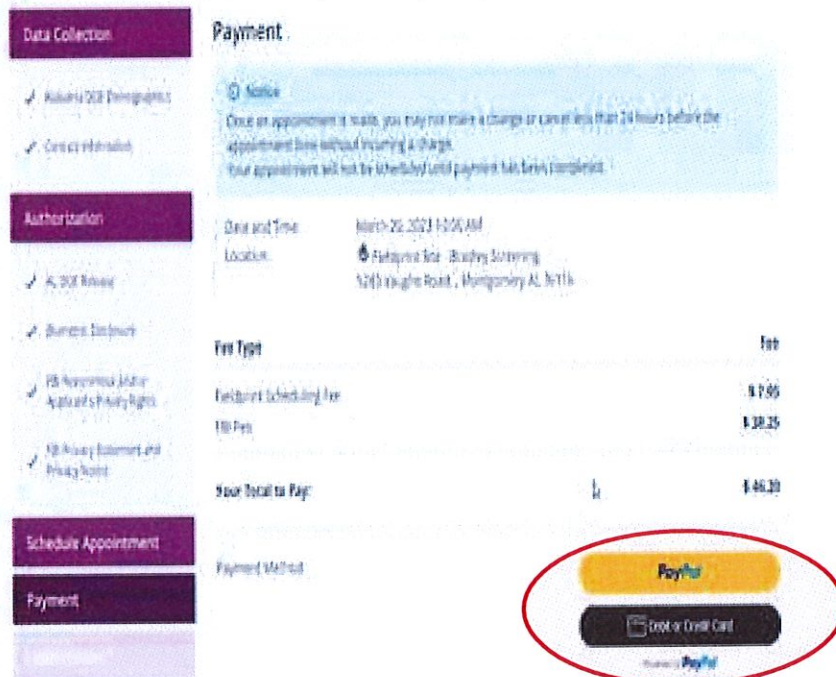
Please use the options below to proceed with scheduling.



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



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



4.4 Insert Payment Account Information

Fee Type	Fee
Paraprofessional Scheduling Fee	\$ 7.95
FBI Fee	\$ 88.25
Your Total to Pay:	\$ 96.20

Payment Method

Debit or Credit Card

Card number

Expires / CCVC

Billing address

First name Last name

Street address

Apt. / suite / box

City

State Alabama

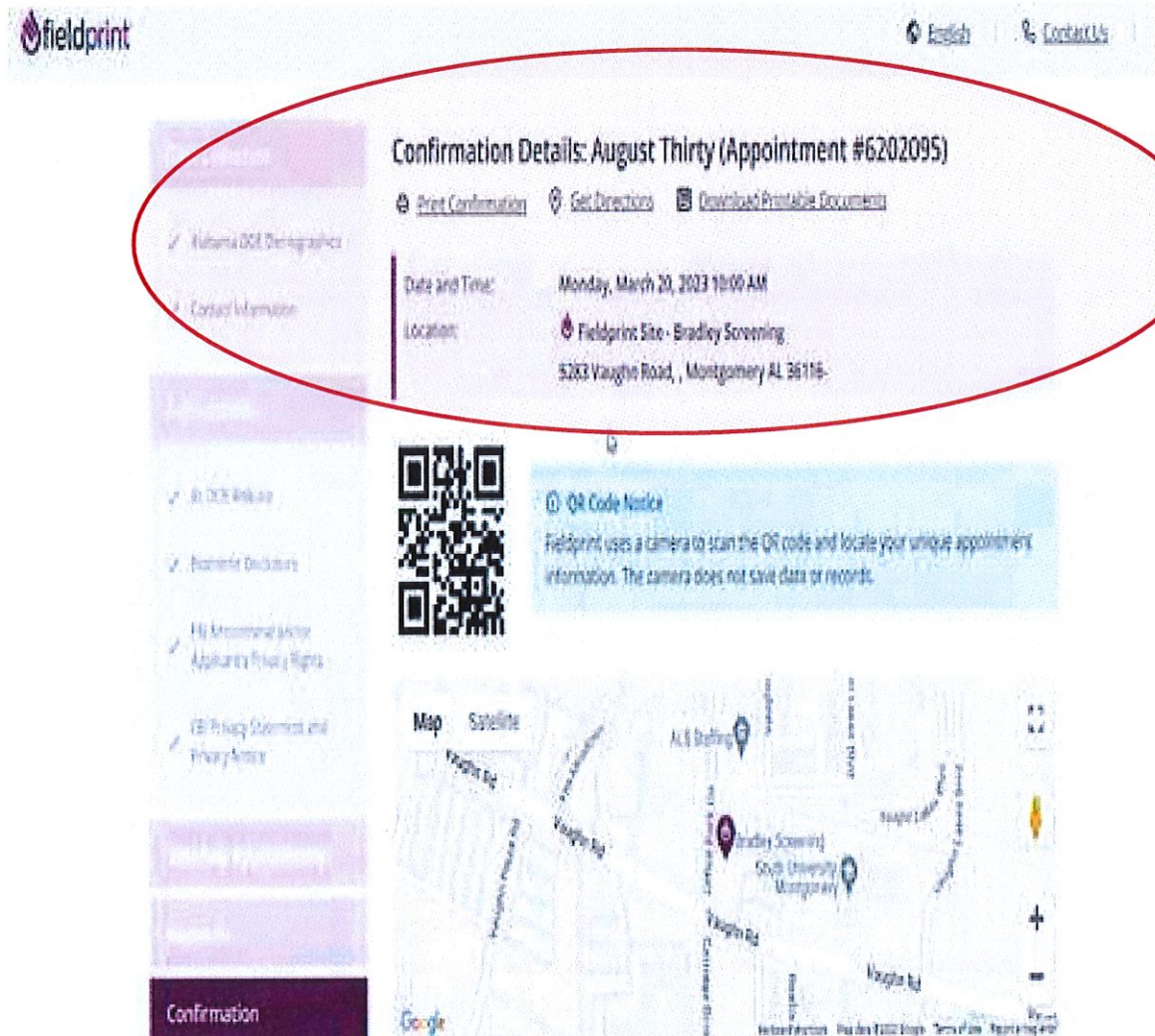
ZIP code 36620

Phone +1 (312) 834-4537

Email Test@uxer.com

This is billing address
By selecting this option you agree to bill to this address.

- 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 [877-614-4354](tel:877-614-4354).

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