



Alabama State Department of Education Educator Certification Section

Creating an AIM Account

This document is intended to provide basic information and will be updated as needed.

Creating an AIM account

1. Visit <https://aim.alsde.edu>.
2. Select 'Need an account.'

The form is titled "Log into AIM" and includes a "Help" icon. It contains two input fields: "ALSDE ID (or Email address):" and "Password:". Below the fields are three buttons: "Log in" with a right-pointing arrow, "Forgot password?", and "Need an account?". The "Need an account?" link is circled in red, with a mouse cursor hovering over it.

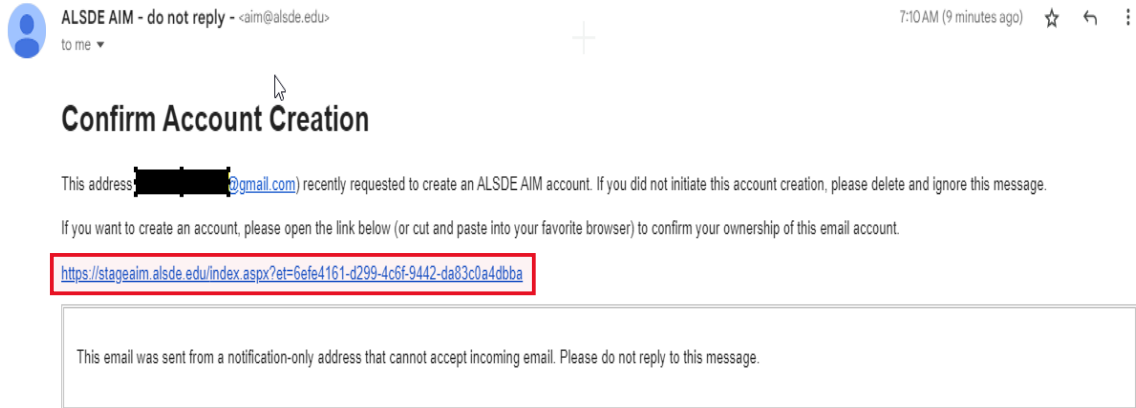
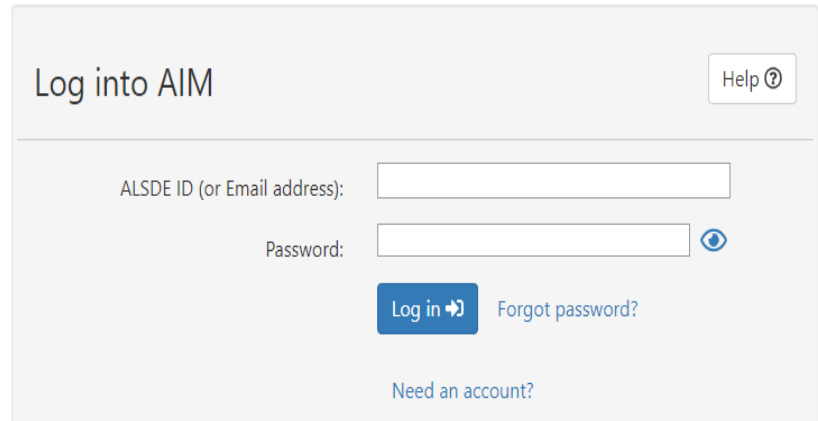
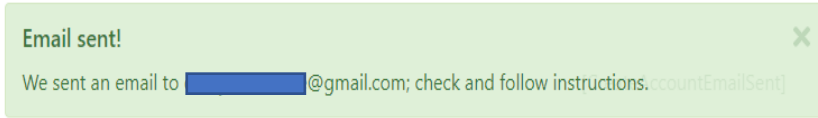
3. Enter your email address and select 'Create Account.'

The form is titled "Create Account" and includes a "Help" icon. It contains one input field labeled "Email address:". Below the field are two buttons: "Create Account" with an envelope icon and "Cancel".

Need to change your email address?

- Login with your old email address/password (or ALSDE ID/password), then go to the User Maintenance screen and change your email address.
- If you cannot login with old address, select **Need an account?** above to create a new account with your new email address.

4. AIM will send an email to the address provided; go to your email and click the link.



5. Provide required details in the Create Account page and select 'Create Account.'

Note: Be sure to follow password requirements.

Create Account Help ?

Please enter your name as indicated on government issued identification.

Email address: [redacted]@gmail.com

Title: [dropdown]

Legal first name: [text]

Legal middle name: [text] *Optional*

Maiden name: [text] *Optional*

Legal last name: [text]

Suffix: [dropdown]

Your password must:

- ✔ be between eight and sixteen characters in length,
- ✔ contain at least one number,
- ✔ contain at least one uppercase letter,
- ✔ contain at least one lowercase letter,
- ✔ contain at least one special character, and
- ✔ match the verification password.

Password: [masked]

Verify Password: [masked]

Create Account Cancel

6. Select security questions and answers and select 'Save answers.'

Note: Remember your answers. They will be needed if you ever need to recover your account.

Security Questions

Please select one question from each of the provided lists and supply an answer that only you would provide for that question. Should you forget your password or lock your account, we will ask you these questions. For your protection, you must answer these questions correctly before your password may be reset or your account unlocked.

Question 1

Select Question: [dropdown]

In what city did you meet your spouse?

Answer: [text]

Question 2

Select Question: [dropdown]

What is the name of your favorite manager?

Answer: [text]

Question 3

Select Question: [dropdown]

What is your hobby?

Answer: [text]

Save answers

Time to process page: 2.97 seconds
AIM Version 2023.315.4.24

7. Acknowledge restrictions, agree to the terms of usage, and select 'Yes, continue.'

AIM Use and Restrictions

- I acknowledge the [restrictions](#).
- I agree to the [terms of usage](#).

Yes, continue **No, do not continue**

8. Enter information on Demographics page and select ‘Save demographics.’

Demographics

The following information is required for assignment in the Education Directory. This information is used to properly update teaching certificates and bonds.

Please review and/or provide the required information below. If the correct SSN/DOB is not entered, it will delay your registration/access and/or certification process.

SSN:

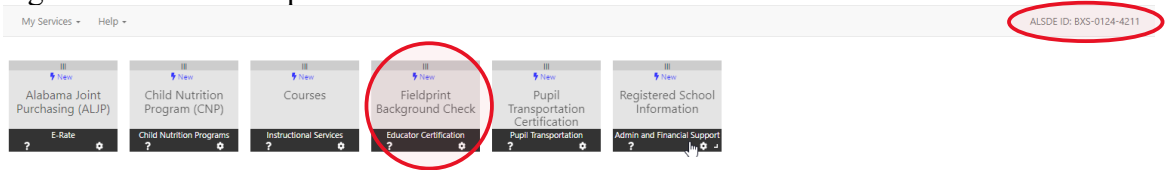
Sex:

Date of birth:

Work phone:

[Save demographics](#)

9. When AIM registration is complete the applicant will be taken to their home page. Select ‘Fieldprint Background Check’ to start registration for a background check. **Note:** Be sure to make note of your ALSDE ID#. This will be needed to complete registration with Fieldprint.





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

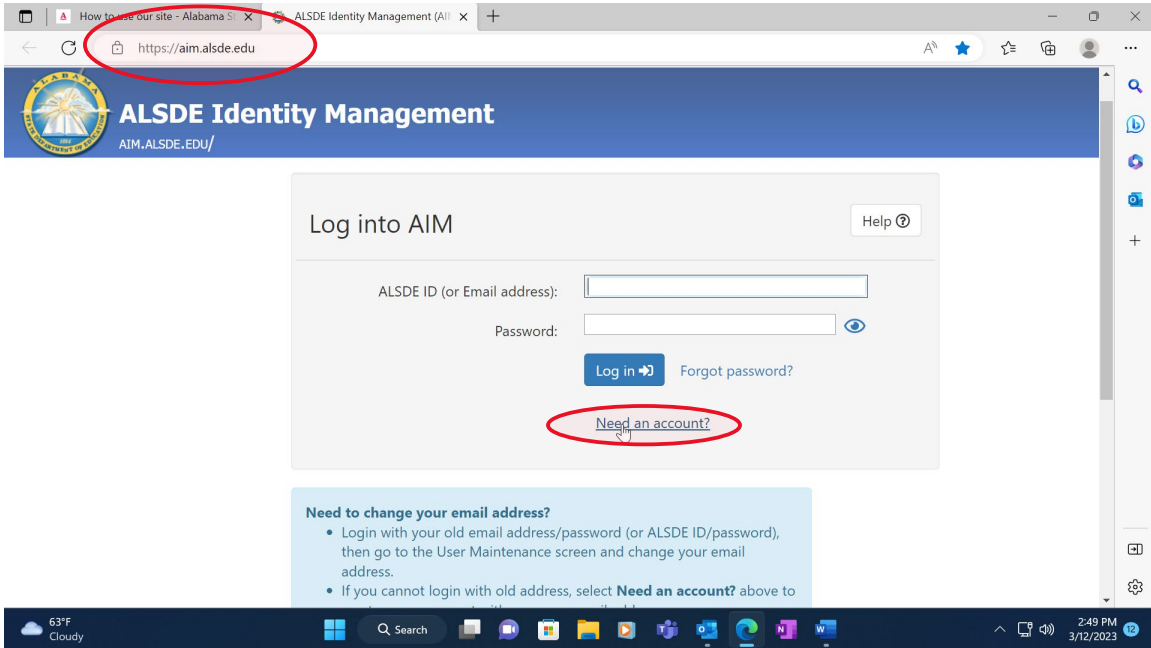
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

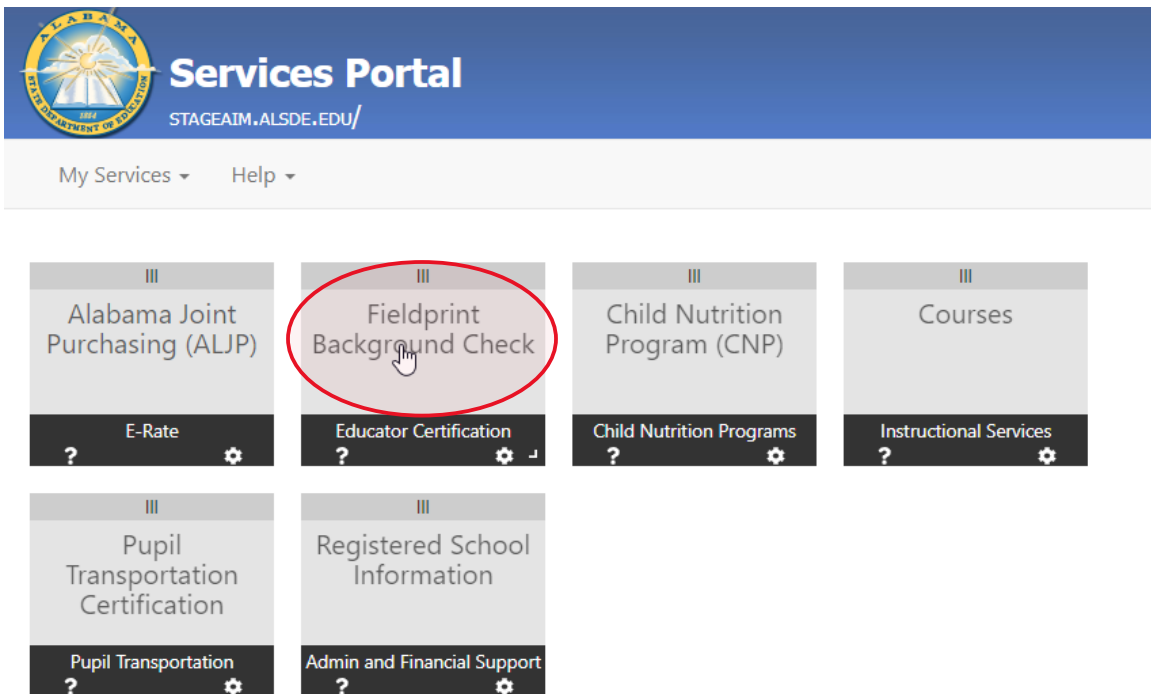
Step 4: Complete authorization forms, schedule appointment, and fee payment

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.

You must select an account type.

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.

Set

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 Ameri...
Field is required.

Ethnicity Not Hispanic/Latino
Field is required.

Save

Continue to Citizenship

Continue

Time to process page

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

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.

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 * Home Address

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. Home address is required.

Citizenship *

Phone Numbers *

123 West Street

Montgomery, AL 36116

US: United States of America

Characteristics * Edit

Birth Details *

Background Check

State Identification *

RSA ID

Continue to Characteristics →

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

Account Type * Characteristics

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 *

Phone Numbers *

Home Address *

Characteristics * Eye Color Brown Field is required.

Birth Details * Hair Color Black Field is required.

Background Check Height (Feet) 6 Field is required.

State Identification * Height (Inches) 11 Field is required.

RSA ID Weight (Pounds) 187 Field is required.

Continue

Save

Continue to Birth Details →

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

The screenshot shows the 'Birth Details' section of a web application. On the left is a sidebar with a list of menu items: Account Type, Ethnicity/Race, Citizenship, Phone Numbers, Home Address, Characteristics, Birth Details (highlighted in blue), Background Check, State Identification, and RSA ID. Below the sidebar is a green 'Continue' button. The main content area is titled 'Birth Details' and contains two dropdown menus. The 'Country' dropdown is set to 'United States of America' and has a 'Field is required.' message below it. The 'State' dropdown is set to 'Alabama' and also has a 'Field is required.' message below it. There are two buttons: a blue 'Save' button and a green 'Continue to Background Details' button with a right-pointing arrow. Both buttons are circled in red. At the bottom right of the page, there is a small text note: 'Time to process page AIM Version'.

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

The screenshot shows the 'Background Check' section of the web application. At the top, a blue box contains the text: '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 is a 'Scenario' section with six radio button options. The first option is selected. The sidebar on the left is identical to the previous screenshot, with 'Background Details' highlighted. A green 'Continue' button is at the bottom left. The 'Scenario' options are:

- 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-5(d) (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-5(a) and (d) (1975)
- You are applying for a Substitute Teacher Licensure.
Substitute Teacher Licensure
Authority: Ala. Code 16-22A-5(d) (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, contractor, 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-5(a), (b), and (d) (1975)
- You are applying for a School Bus Driver Certificate.
School Bus Driver Certification
Authority: Ala. Code 16-22A-5(d) (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 (334) 694-4557.
Educator Preparation Program
Authority: Ala. Code § 16-23-16.2 (1975)

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.

Site

- Athens State University (Athens, AL)
- Atmore Christian School (Atmore, AL)
- Atmore Work Release (None Supplied, AL)
- Attalla City (Attalla, 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)
- Autauga Academy (Prattville, AL)
- Autauga County (Prattville, AL)
- AWAKE Community School (Birmingham, AL)
- Azalea City Christian (Semmes, AL)
- Baldwin 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 your 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.

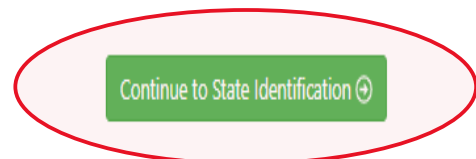
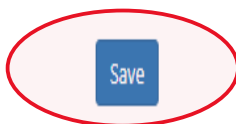
ALSDE Certification Office Mail address:

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.'

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
Field 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

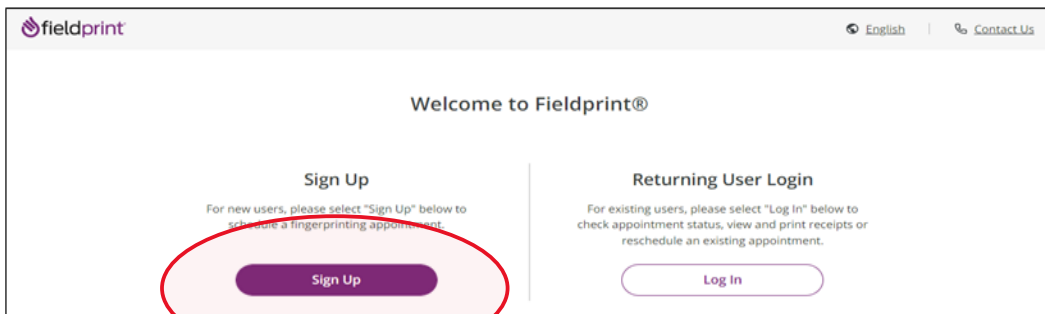
These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Do you have a RSA ID?
 Yes No

Continue

Finished. Go to Services Portal.

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



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 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 K) [Download](#)

[Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)
[eConsent](#) [Biometric Disclosure](#) [FBI Noncriminal Justice Applicants Privacy Rights](#) © Copyright 2009-2022. 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.

* — Required Fields

Email *

Username *

Password * show

Confirm Password * show

First Name *

Last Name *

Mobile Phone Number

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 *

Answer 1 * show

Security Question 2 *

Answer 2 * show

Security Question 3 *

Answer 3 * show

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

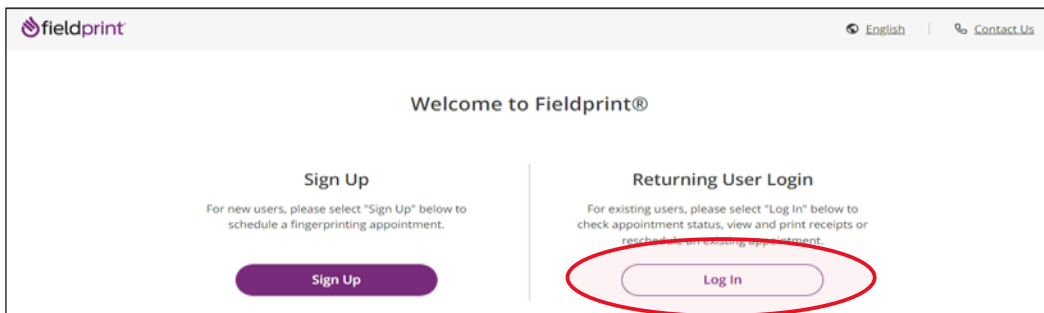
Verification Code *

Your 8-digit code

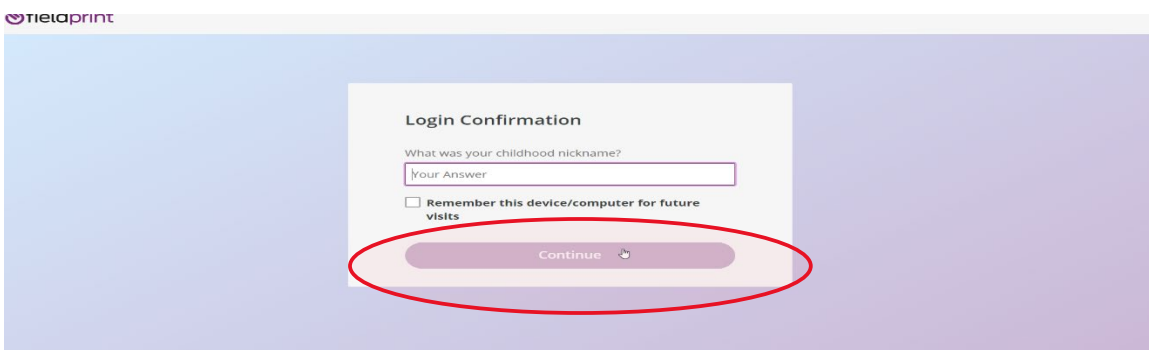
Didn't receive an email? Click [here](#) to resend email.

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
- 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

ALSDE # *

Last Name *

Date Of Birth *

Month Day Year

Cancel & Start New Continue

3.7 Enter contact information 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

Contact Information
Please confirm your information below.

* — Required Fields

Phone # *

Alternate Phone # *

Email # *

Preferred Contact Method # *

Appointment Reminder # *

Phone

Phone

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*

Your Full Name 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

- 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

FBI Noncriminal Justice Applicant's Privacy Rights

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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), 58.12, among other authorities.

- 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 procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.24.
- 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 benefits 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/cji/identity-history-summary-checks> and <https://www.ado.cjle.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.cjle.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/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.20 through 16.24.)
- You have the right to expect that officials receiving 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⁾

(1) Written notification includes electronic notification, but excludes oral notification.

(2) <https://www.fbi.gov/services/cji/compact-council/privacy-act-statement>

(3) See 5 U.S.C. 552a(h); 28 U.S.C. 534(h); 34 U.S.C. § 40716 (hereinafter cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.37(d) and 98b.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basada en huellas dactilares, para un propósito no criminal (tal como una solicitud para un empleo o una licencia, un propósito de inmigración o naturalización, autorización de adopción, 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), 58.12, entre otras autorizaciones.

- 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 investigaran, compararan, o retendrán sus huellas digitales e información relacionadas.⁽²⁾
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según detallado en el 28 CFR 16.24.
- Se le debe dar 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, u 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/cji/identity-history-summary-checks> y <https://www.ado.cjle.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 peticion por medio de <https://www.ado.cjle.gov>. El FBI luego enviara su peticion a la agencia que contribuyo la informacion cuestionada, y solicitará que la agencia verifique y 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 provída por la agencia. (Ve 28 CFR 16.20 al 16.24.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usaran para los propósitos autorizados y que no los retendran o diseminaran en violación a los estatutos, normas o ordenes ejecutivas federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.⁽³⁾

(1) La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

(2) <https://www.fbi.gov/services/cji/compact-council/privacy-act-statement>

(3) See 5 U.S.C. 552a(h); 28 U.S.C. 534(h); 34 U.S.C. § 40716 (hereinafter cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.37(d) and 98b.2(d).

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 THE FINGERPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement. ⁴

Back
Continue

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

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 systems (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 Blanket 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.

1

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, licencias, 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/biométrica 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 almacenadas 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/biométrica 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/biométrica 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 que/én 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, licenciar, 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.*

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 sections for 'Data Collection' (Alabama DOE Demographics, Contact Information) and 'Authorization' (AL DOE Release, Biometric Disclosure). The main area is titled 'Fieldprint Location' and contains a search bar with the text '50 North Ripley, Montgomery, AL 36116'. A red circle highlights the search bar and the 'Find' button to its right.

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. At the top, there are navigation options for days of the week (Sun 19 Mar, Mon 20 Mar, Tue 21 Mar, Wed 22 Mar, Thu 23 Mar, Fri 24 Mar) and a 'Clear Filter' button. Below this are two tabs: 'Distance' (selected) and 'Soonest Available Time'. There is also an 'Open Map View' button. The results list two locations:

- 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 circles highlight the 'Find Availability' button for the first location and the details of both locations.

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

[Back to 2 Results](#)

Schedule Appointment

Fieldprint Site - Bradley Screening, 5283 Vaughn Road, , Montgomery AL 36116-
M TU W TH 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	\$ 38.25
Your Total to Pay:	\$ 46.20

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

Payment Method

Debit or Credit Card

✕

▲

▲

▲

Billing address 🇺🇸 ▼

▲

▲

▲

▲

▼

Ship to billing address

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

Continue

Sponsored by Paycom

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.**

The screenshot shows the Fieldprint website interface. At the top left is the Fieldprint logo. At the top right are links for "English" and "Contact Us". The main content area is titled "Confirmation Details: August Thirty (Appointment #6202095)". Below the title are three links: "Print Confirmation", "Get Directions", and "Download Printable Documents". A red oval highlights the "Confirmation Details" section, which includes the following information:

- Date and Time: Monday, March 20, 2023 10:00 AM
- Location: Fieldprint Site - Bradley Screening, 5283 Vaughn Road, Montgomery AL 36116

Below the highlighted section is a QR code and a "QR Code Notice" box. The notice states: "Fieldprint uses a camera to scan the QR code and locate your unique appointment information. The camera does not save data or records." At the bottom of the page is a Google Map showing the location of the Bradley Screening site at the intersection of Vaughn Rd and Office Park Cir. The map includes street names like Vaughn Rd, Vaughn Plaza Rd, The Meadows, Office Park Cir, Carriage Brook, Vaughn, and Vaughn Lakes Blvd. Other landmarks shown include ALS Staffing, Office Park Cir, Bradley Screening, South University, Montgomery, and ReXfour. The map interface includes a "Map" and "Satellite" toggle, a person icon, and zoom controls.

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 877-614-4364.

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