Alabama State Department of Education
Educator Certification Section
Fingerprinting Overview

STEP 1 – ONLINE REGISTRATION

- Applicants must register online to schedule an appointment
- Applicants must have a valid email address to register
- Create an AIM Account https://aim.alsde.edu
- Complete AIM registration
- **Note: Be sure to make note of your ALSDE ID# this will be needed to complete registration with Fieldprint**
- Select Fieldprint Background Check to start registration for background check
- Create Fieldprint Account www.fieldprintusa.com
- Complete authorization forms, schedule appointment, and fee payment

STEP 2 - PAYMENT

Fingerprint Fee is $46.20

- Applicants must pay online during registration using a debit or credit card
- No cash, credit card or business checks are accepted at the fingerprint locations.

STEP 3 - FINGERPRINTING

Visit any Fieldprint fingerprint location in Alabama. List of locations nearest to you can be found at www.fieldprintusa.com by entering your zip code.

Be sure bring the following to your fingerprint appointment:

- **Your appointment number**
- **2 forms of valid identification**

Acceptable Primary IDs include:

- State-Issued non-driver identity
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License

Acceptable Secondary IDs include:

- Bank Statement/Paycheck Stub
- Utility Bill
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Vehicle Registration/Title
- Voter Registration Card
- Draft Record
- Social Security Card
- Transportation Worker ID Credential (TWIC Card)
- U.S. Passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Driver's License: