



FieldPrint FingerPrint Instructions:

Please make sure you have the following items for a **background check/fingerprint** :

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account (see below)
- ALSDE ID#
- Fee of \$44.95 paid by Debit card, credit card, or PayPal Account (Prepaid debit cards or credit cards **are** acceptable)
- Ability to provide their commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)
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Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.

- Step 1: Create an AIM Account <https://aim.alsde.edu>
- Step 2: Complete Background Check Registration in AIM
- Step 3: Create Fieldprint Account
- Step 4: Complete authorization forms, schedule appointment, and payment
- Step 5: Report for fingerprint appointment