



BACKGROUND CLEARANCE

This employer participates in E-Verify

BALDWIN COUNTY BOARD OF EDUCATION HUMAN RESOURCES DEPARTMENT 2600 North Hand Avenue Bay Minette, Alabama 36507

All applicants must complete and pass a background check which includes fingerprinting. This is a 5-step process utilizing two websites followed by an in-person appointment for fingerprinting.

BEFORE YOU START

Applicants will need:

- A computer, tablet, and/or a smartphone with internet access
- A valid email account
- Ability to provide commonly known personal information (SSN, DOB, Place of Birth, DL#, Height, Weight, etc.)
- Fee of \$46.20 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)

Please follow the steps in the order listed below all in one sitting. If you do not complete each step in this order, you will not be able to complete the process successfully.

STEPS TO COMPLETE AN ALSDE BACKGROUND CLEARANCE

ALSDE Identity Management (AIM)

Step 1: Create an ALSDE AIM Account

<https://aim.alsde.edu>

Step 2: Complete Background Check Registration in AIM

TIP 1: Account Type: Select “Educator Certification and Criminal History Background Checks”

TIP 2: Background Details – Scenario: If you want to sub in multiple positions, select first choice only. If you are applying to sub as a Nurse, Social Worker or Therapist (OT/PT), select “Substitute Teacher Licensure” (3rd option).

TIP 3: Background Details – Site: Select “Baldwin County (Bay Minette, AL)”

TIP 4: RSA ID: RSA stands for Retirement Systems of AL; most will select no.

TIP 5: Make note of your ALSDE ID# as it is needed to complete step 3.

If you have any questions concerning this process, please contact the Alabama State Department of Education AIM Help Desk at 334.694.4777 or the main phone number at 334.694.4557 on Monday through Friday from 10:00 a.m. to 4:00 p.m.

FIELDPRINT

Step 3: Create Fieldprint Account

access from the AIM Services Portal by selecting Fieldprint Background Check – this will redirect you to the correct website.



Step 4: Complete all 4 sections: data collection, authorization, schedule appointment, payment and confirmation in Fieldprint

For questions regarding registering for fingerprints contact the Help Desk at 888.472.8919 ext 2440.

FINGERPRINTING

Step 5: Report for a fingerprint appointment as you scheduled in Fieldprint

TIP: Remember to bring two different forms of ID as listed in the appointment confirmation from Fieldprint.

To cancel or to reschedule an appointment call 877.614.4364.

For more detailed instructions go to: www.bcbe.org/backgroundclearance