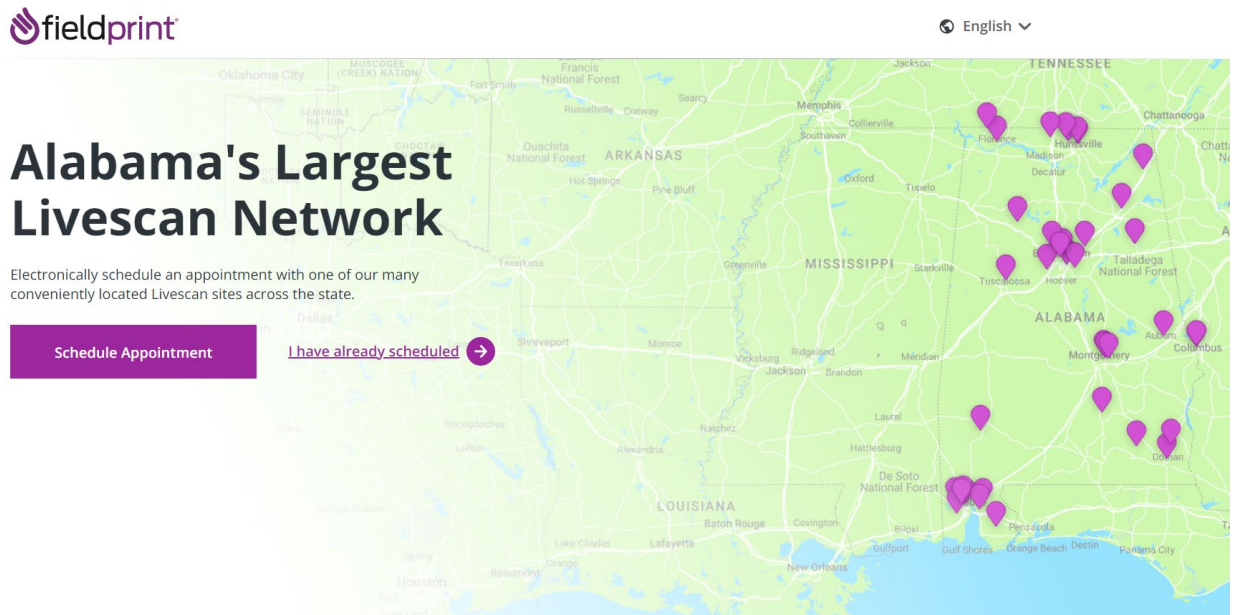




Fieldprint Alabama Scheduling Aid

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit www.fieldprintalabama.com
2. Click on the “Schedule an Appointment” button.



3. Select “Sign Up” to create an account as a New User.

Welcome to Fieldprint®

Sign Up

To schedule your appointment – sign up.

Sign Up

Returning User Login

To check your appointment status, view and print your receipt or re-schedule your appointment - log in.

If you have not already set up an account, please select sign up.

Log In



4. Select “I agree” on the **Consent Agreement**.

E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

I do not agree

I Agree

5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click “Continue”.

Create Account

Please fill in the following fields to create an account.

Email*	e.g. example@domain.com
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*	Select one
Answer 1*	show
Security Question 2*	Select one
Answer 2*	show
Security Question 3*	Select one
Answer 3*	show

Back

Continue



- You will be sent a “Fieldprint Account Verification” email that contains an 8 digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

Verify Account

An email has been sent to your provided email address. The subject of the email will be “Fieldprint 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.

Verification Code*

Your 8-digit code

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

Complete Registration

- Log in with your Username and Password.

Your account has been verified
You have successfully verified your account, please log in.

Log in

Username

Password

BackLogin

[Forgot username?](#) [Forgot password?](#)

- Type in the answer to your pre-selected security question and click “Continue”.



9. Enter the Fieldprint code given to you by your employer/service provider or select one of the process/reasons below then select “Continue”.

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to “Don’t have a Fieldprint Code?” and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking “Continue with this Reason.”

Fieldprint Code

Continue with Fieldprint Code

AL – Department of Human Resources

Continue with this Reason

DHR Affiliated Agency

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Human Resources.

AL – Department of Human Resources

Continue with this Reason

DHR Fee Paid

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Human Resources.

AL – Department of Human Resources

Continue with this Reason

DHR Licensed Child Care Providers

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Human Resources.

AL – Department of Human Resources

Continue with this Reason

FTI

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Human Resources.

AL – Board of Nursing

Continue with this Reason

Nursing Licensing

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Board of Nursing.

AL – Department of Insurance

Continue with this Reason

Adjusters

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Insurance.



AL – Department of Insurance

Continue with this Reason

Independent Adjusters

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Insurance.

AL – Department of Insurance

Continue with this Reason

Title Agents

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Department of Insurance.

AL – Real Estate Commission

Continue with this Reason

Real Estate Licensing

Fingerprints will be submitted to the Alabama Law Enforcement Agency (ALEA) for the purposes of screening individuals for the Alabama Real Estate Commission.

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
11. If the agency requires, additional information may need to be entered by the applicant.
12. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
13. Please contact the Fieldprint Customer Service team at 877-614-4364 or customerservice@fieldprint.com should you have any questions or problems.