Background Checklist

In-State Background Checklist

All students are required to complete a criminal background check before entering their field placement. If you will complete your field placement outside of Alabama, please contact the Field Office at **fieldoffice@sw.ua.edu** for instructions.

If your field placement will be in Alabama, please follow the instructions below, in order:

- Go to **http://fieldprintalabama.com**.
- Click on **"schedule appointment"**
- Applicants will need to select **"Sign Up"** to establish an account before registering.
- Applicants will select **DHR Affiliated Agencies** as their reason and will follow the prompts thereafter. (Note: you do not need a Fieldprint Code to access this selection. Scroll down to find AL-Department of Human Resources, DHR Affiliated Agency)
- Complete the application
    - Under the Additional Information section, select the following:
        - The Category is "Volunteer Work"
        - The Fingerprint Reason is "Internship" (Some are app pay or DHR invoice)
    - Under the section, DHR Requesting Agency:
        - Enter at least 4 characters of the agency name: Enter The University of Alabama School of Social Work
- Select the location to have fingerprints scanned
- Pay the fee
- Please note that **two forms of ID** are required (a list of acceptable forms is available on the website).

    - Applicants will need to have the order number and both forms of ID available for their scheduled appointment.
    - A list of locations in your area is also searchable and provided on the website.

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Be sure to correctly fill out the application as any mistakes could delay your results.

You will receive a letter of suitability. **Scan** and **upload** this letter to your application in SWIS. It is **your** responsibility to get the materials completed, fingerprints made, fees paid, and all documents to the proper authorities.

Some agencies require a background check before they will accept an intern, and *it can take 6-8 weeks for background checks to be reviewed and cleared* . Given the potential two-month process, we advise that you begin as soon as possible.

If you have any further questions, please contact the Field Office at fieldoffice@sw.ua.edu.

Contact Information for Questions:

The DHR State Office of Criminal History

334-353-5400

Available Monday through Friday, 8:00 a.m. - 5:00 p.m.

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