



**Alabama State Department of Education
Educator Certification Section**

Registering for a Criminal History Background Check with Fieldprint

Applicants will need:

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

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

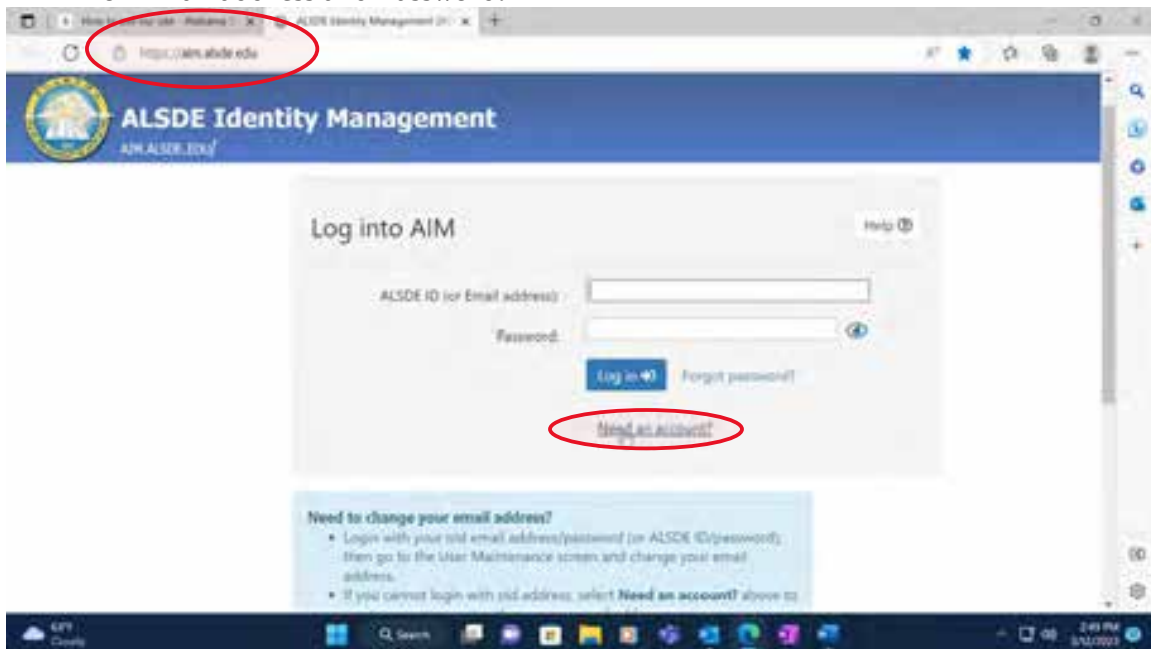
Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

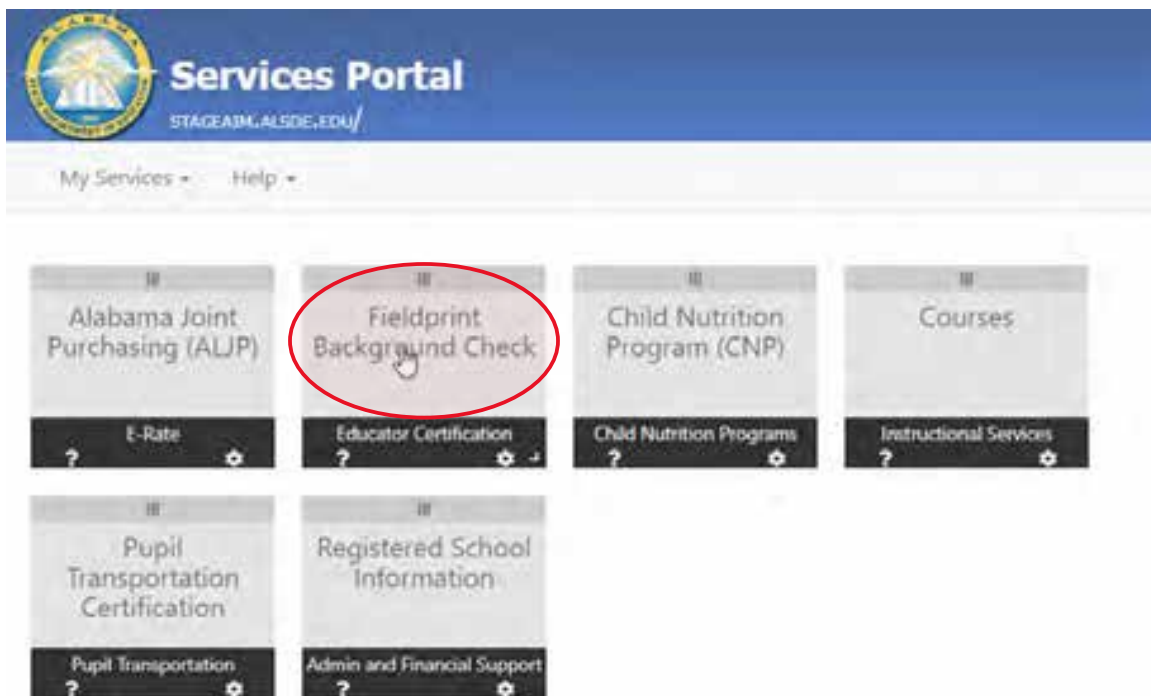
Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

1. Start by visiting our ALSDE Identity Management website at <https://aim.alsde.edu> and select “Need an account?.” Follow the prompts to complete your AIM account.
Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.



2. After AIM account is created, log in to AIM and select the ‘Fieldprint Background Check’ tile as shown below.



2.1 Press 'Set' button under Educator certification and Criminal history Background checks

AIM Demographics

The following information is required for accessing various ALSDE applications, for assignment in the Education Directory, to properly update teaching certificates and bonds, and for background checks.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

You must select an account type.

Account Type

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Educator Certification and Criminal History Background Checks

Select this option if you:

- are applying for an Alabama certificate, license, or permit,
- are attempting to complete a criminal history background check, or
- are updating personal information with Educator Certification.

Researcher

Select this option if you:

- need access to public data applications, or
- are accessing data through a memorandum of understanding (MOU) with ALSDE.

Public

Select this option if you:

- need access to public data applications.

Set

Note: It is the applicant's responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with Fieldprint.

2.2 Enter Race and Ethnicity details and select 'Save' and then 'Continue to Citizenship.'

Race and Ethnicity

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race Black or African AmerL. *

Field is required.

Ethnicity Not Hispanic/Latino *

Field is required.

Save

Continue to Citizenship

Continue

2.3 Enter Citizenship details and select ‘Save’ and then ‘Continue to Phone Numbers.’

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Continue

Citizenship

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Are you a legal United States citizen? Yes

Field is required

Save

Continue to Phone Numbers

2.4 Enter Phone Number details and select ‘Continue to Home Address.’ **Note:** At least one phone number is required for registration.

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Phone Numbers

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Type	Number	Edit	Delete
Home		Add	
Work	334.123.4567	Edit	Delete
Cell	334.312.1669	Edit	Delete

Continue to Home Address

2.5 Enter/Edit Home Address details and select 'Continue to Characteristics.'

Account Type

Ethnicity/Race

Citizenship

Phone Numbers

Home Address

Characteristics

Birth Details

Background Check

State Identification

RSA ID

Home Address

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.
Home address is required.

123 West Street

Montgomery, AL 36116

US: United States of America

Edit

Continue to Characteristics

2.6 Enter Characteristics and select 'Save' and then 'Continue to Birth Details'

Characteristics

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Eye Color: Brown

Field is required.

Hair Color: Black

Field is required.

Height (Feet): 6

Field is required.

Height (Inches): 11

Field is required.

Weight (Pounds): 167

Field is required.

Save

Continue to Birth Details

2.7 Enter Birth Details and select 'Save' and then 'Continue to Background Details.'

Birth Details

Country: United States of America

Field is required.

State: Alabama

Field is required.

Save

Continue to Background Details

Continue

How to provide proof
APR Section

2.8.a Applicant selects the position type he or she is seeking.

Background Check

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Scenario

☐ You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.
Educator Certification
Authority: Ala. Code 16-22A-301 (1975)

☐ You already hold a certification or license as an educator, school bus driver, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).
Certified or Licensed Applicant for Public Employment
Authority: Ala. Code 16-22A-301 and 302 (1975)

☒ You are applying for a Substitute Teacher License.
Substitute Teacher License
Authority: Ala. Code 16-22A-302 (1975)

☐ You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, caretaker, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.
Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment
Authority: Ala. Code 16-22A-301, 301, and 302 (1975)

☐ You are applying for a School Bus Driver Certificate.
School Bus Driver Certification
Authority: Ala. Code 16-22A-302 (1975)

☐ You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (205) 684-4827.
Educator Preparation Program
Authority: Ala. Code 16-22-062 (1975)

Continue

2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated.

Note: Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.

The screenshot shows a web form with a dropdown menu labeled 'Site'. The menu is open, displaying a list of schools and universities in Alabama. The list includes: Athens State University (Athens, AL), Athens Christian School (Athens, AL), Athens Work Release (None Supplied, AL), Attalla City (Attalla, AL), Auburn City (Auburn, AL), Auburn Classical Academy, Inc. (Auburn, AL), Auburn Classical Academy, Inc. (Opelika, AL), Auburn Montessori School - The Children's House (Auburn, AL), Auburn University (Auburn Univ, AL), Auburn University At Montgomery (Montgomery, AL), Autauga Academy (Prattville, AL), Autauga County (Prattville, AL), AWAAC Community School (Birmingham, AL), Azalea City Christian (Semmes, AL), and Baldwin County (Bay Minette, AL).

2.8.c Applicant answers questions regarding convictions and then selects 'Save' and

'Continue to State Identification.' **Note:** If the applicants selects 'Yes' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE.

A 'Yes' response **does not** prevent the applicant from completing registration.

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

☒ Yes ☐ No

Before your suitability status can be determined, the Certification Office will need additional information. Please mail **OR** email the following information to the ALSDE Certification Office. Be sure to include you ALSDE ID# along with any information you send.

1. A copy of the case action summaries showing the judgements, convictions, and sentencing or other outcome of your cases.
2. A notarized personal explanation regarding the circumstances surrounding your cases. You should include the dates involved, the places of conviction, final outcome, and any other factors that should be considered.

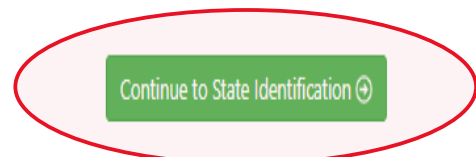
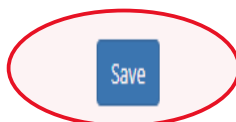
ALSDE Certification Office Mail address:

PO Box 302101

Montgomery, AL 36130-2101

BGR@alsde.edu

Field is required.



2.9 Enter State Identification details and select 'Save' and 'Continue to RSA ID.'

State Identification / Driver License

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Type: Driver License
State is required

State: AL: Alabama
Field is required

Number: 123456
Field is required

Expiration Date: 3/31/2023
Field is required

Save

Continue to RSA ID

2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select 'No' and 'Continue' to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.

RSA ID

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Do you have a RSA ID?

☐ Yes ☒ No

Continue to RSA ID

Fieldprint: Up to Success Portal ID

3. Select 'Sign Up' to begin. Note: The applicant has been transitioned to Fieldprint.

fieldprint

Welcome to Fieldprint®

Sign Up
For new users, please select "Sign Up" below to create a new account.

Returning User Login
For existing users, please select "Log In" below to check appointment status, view and print receipts or verify their account information.

Sign Up

Log In

3.1 User will review Fieldprint Authorization form and select 'I Agree.'

3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at customerservice@fieldprint.com. Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to: name, address, phone numbers, and email or other electronic addresses. In order to update your information, contact us via email at customerservice@fieldprint.com.

5. Hardware and Software You Will Need

To use our online processes, you will need Internet browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in this electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the "I Agree" button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you DO NOT ASKIE to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: customerservice@fieldprint.com or call 888-472-8718.

You can download the "Consent Agreement" as a PDF file.

 [Consent Agreement.pdf \(122 KB\)](#)  [Download](#)

[Terms & Conditions](#) [Electronic Privacy Policy](#) [FBI Privacy Act Statement](#)
[eConsent](#) [Biometric Disclosure](#) [FBI Biometric Privacy Statement](#) [FBI Biometric Privacy Rights](#)

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3.2 User enters information to create including Username, Password, and Security Questions and selects 'Continue.' **Note:** Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.

Create Account

Please fill in the following fields to create an account.

Required Fields

Email *

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 answers cannot contain your username, password, email address or security question.

Security Question 1 *

Answer 1 * show

Security Question 2 *

Answer 2 * show

Security Question 3 *

Answer 3 * show

3.3 Following the completion of screen 3.2 the user will be taken to the 'Verify Account' screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select 'Complete Registration.'**

Verify Account

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

★ — Required Fields

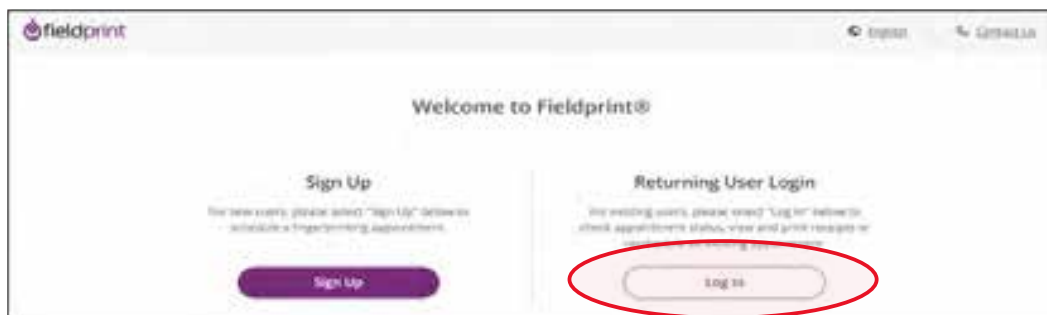
Verification Code *

Your 8-digit code

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

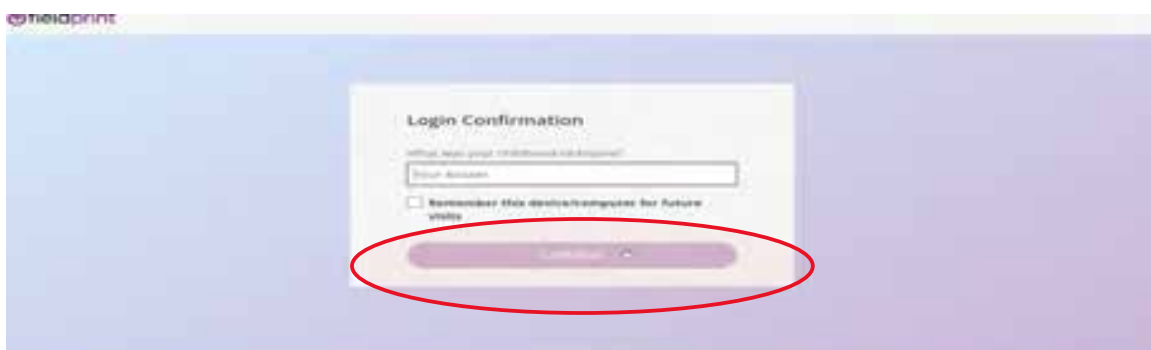
Complete Registration

3.4 User is returned to the Login screen. Select 'Log In' to continue with registration.



The image shows the Fieldprint welcome screen. At the top, it says "Welcome to Fieldprint®". Below this, there are two main sections: "Sign Up" and "Returning User Login". The "Sign Up" section has a "Sign Up" button. The "Returning User Login" section has a "Log In" button, which is circled in red. The "Log In" button is a purple pill-shaped button with white text.

3.5 Provide answer to security question and select 'Continue.' **Note: This Question and Answer was created during account creation with Fieldprint.**



The image shows the Fieldprint login confirmation screen. It has a title "Login Confirmation" and a text input field for a security question. Below the input field is a checkbox labeled "Remember this device/computer for future visits". At the bottom, there is a purple pill-shaped button with white text that says "Continue", which is circled in red.

3.6 Enter ALSDE ID#, Last Name, and DOB and select 'Continue'

The screenshot shows the 'Alabama DOE Demographics' form. On the left is a 'Data Collection' sidebar with a list of sections: 'Alabama DOE Demographics' (selected), 'Contact Information', 'Professional Information', 'Professional & Personal Information', and 'Professional & Personal Information'. The main form area is titled 'Alabama DOE Demographics' and 'Please confirm your information below.' It contains three required fields: 'ALSDE ID#' (text input), 'Last Name*' (text input), and 'Date Of Birth*' (date picker). A mouse cursor is pointing at the 'Date Of Birth*' field. At the bottom of the form, there are two buttons: 'Cancel & Start New' and 'Continue'. The 'Continue' button is circled in red.

3.7 Enter contact information and select 'Continue.'

The screenshot shows the 'Contact Information' section of the 'Alabama DOE Demographics' form. The 'Data Collection' sidebar on the left has 'Contact Information' selected. The main form area is titled 'Contact Information' and 'Please confirm your information below.' It contains several fields: 'Phone*' (text input), 'Alternative Phone*' (text input), 'Email*' (text input with a placeholder 'e.g. john.doe@alabama.gov'), 'Preferred Contact Method*' (radio buttons for Email, Phone, and Mail), and 'Appointment Reminder*' (radio buttons for Email and Mail). At the bottom of the form, there are two buttons: 'Back' and 'Continue'. The 'Continue' button is circled in red.

3.8 Review AL DOE Release form and select 'I agree' then 'Continue.'

[illegible]

3.9 Review Fieldprint Biometric Disclosure form and select 'I agree' then 'Continue.'

Data Collection

- Webcam (for Identification)
- Facial Information
- Fingerprint Information

Authorization

- Fingerprint Information
- Facial Information
- Webcam Information

Biometric Disclosure

By using the FBI's Biometric Disclosure, you are consenting to the collection, storage, and use of your biometric data for the purpose of identifying you. This consent is given voluntarily, and you understand that you are not required to provide your biometric data to the FBI. You understand that the FBI may use your biometric data for the purpose of identifying you, and you understand that the FBI may use your biometric data for the purpose of identifying you for the purpose of identifying you.

☐ I agree

[Continue](#)

3.10 Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select 'I acknowledge...' then 'Continue.'

[illegible]

3.11 Review the Privacy Act Statement and select ‘I acknowledge...’ then ‘Continue.’

[illegible]

Schedule Appointment and Payment

4.1 Enter full address, city, state or zip code and select 'Find' to determine find the Fieldprint locations nearest you and select an appointment date. Next select an 'Find Availability' to schedule an appointment time. **Note: The business name, address, and other information will be displayed.**

The screenshot shows the Fieldprint website interface. At the top, there's a navigation bar with 'fieldprint' logo and links for 'Home' and 'Locations'. Below this, a sidebar on the left contains sections: 'Data Collection' (with 'Alabama DOE Edingerprint' and 'Contact Information' checked), 'Authorization' (with 'AL DOE Release' and 'Biometric Software' checked), and 'Fieldprint Location'. The main content area is titled 'Fieldprint Location' and prompts the user to 'Enter an address below to locate nearby Fieldprint locations.' A text input field contains '50 North Ripley, Montgomery, AL 36116', and a 'Find' button is to its right. Below the search bar, it says '2 Results for 50 North Ripley, Montgomery, AL 36116' and 'Please use the options below to proceed with scheduling.' There's a 'Clear Filter' button. A calendar view shows dates from Sun 19 Mar to Fri 24 Mar. Below the calendar, there are two tabs: 'Distance' (selected) and 'Soonest Available Time'. To the right of the tabs is a link 'Open Map View'. Two results are listed: 1. 'Fieldprint Site - Bradley Screening' at 5283 Vaughn Road, Montgomery AL 36116, with hours M TU W TH F 08:30 AM - 04:30 PM, and features like 'No Additional Fees', 'ADA Compliant', 'Livescan', 'Expedited Processing', 'Photo', and 'i9'. A 'Find Availability' button is to the right of this result. 2. 'Fieldprint Site - PostNet' at 7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116, with hours M TU W TH F 09:00 AM - 03:00 PM, and similar features. Another 'Find Availability' button is to the right of this result. Red circles highlight the search input field, the 'Find' button, the first result card, and the second result card.

fieldprint Home Locations

Data Collection

- Alabama DOE Edingerprint
- Contact Information

Authorization

- AL DOE Release
- Biometric Software

Fieldprint Location

Enter an address below to locate nearby Fieldprint locations.

50 North Ripley, Montgomery, AL 36116

Find

2 Results for 50 North Ripley, Montgomery, AL 36116

Please use the options below to proceed with scheduling.

Clear Filter

Sun 19 Mar Mon 20 Mar Tue 21 Mar Wed 22 Mar Thu 23 Mar Fri 24 Mar

Distance Soonest Available Time

Open Map View

1. Fieldprint Site - Bradley Screening

5283 Vaughn Road, , Montgomery AL 36116

M TU W TH F 08:30 AM - 04:30 PM

- ✓ No Additional Fees
- ✓ ADA Compliant
- ✓ Livescan
- ✓ Expedited Processing
- ✓ Photo
- ✓ i9

5.23 mi

Find Availability

2. Fieldprint Site - PostNet

7806 Vaughn Road, Cornerstone Shopping Center, Montgomery AL 36116

M TU W TH F 09:00 AM - 03:00 PM

- ✓ No Additional Fees
- ✓ ADA Compliant
- ✓ Livescan
- ✓ Expedited Processing
- ✓ Photo
- ✓ i9

Find Availability

4.2 Select 'Part of day' and time of requested appointment.

Fieldprint English Contact Us

Data Collection

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Fieldprint Location
[Back to 2 Results](#)

Schedule Appointment

Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116
M Tu WTh F 08:30 AM - 04:30 PM
5:23 mi

Notice
Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

Required Fields

Available Date*
March 20 2023

Part of day*
Morning (before 12 PM) 10:00 AM

Continue

4.3 Select 'Debit or Credit Card' or 'PayPal' as your payment option.

Data Collection

- ✓ Alabama DOE Demographics
- ✓ Contact Information

Authorization

- ✓ AL DOE Release
- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- ✓ FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Notice
Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.
Your appointment will not be scheduled until payment has been completed.

Date and Time: March 20, 2023 10:00 AM
Location: Fieldprint Site - Bradley Screening, 5263 Vaughn Road, Montgomery AL 36116

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FBI Fee	\$ 38.25
Your Total to Pay:	\$ 46.20

Payment Method

PayPal

Debit or Credit Card

4.4 Insert Payment Account Information

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 7.95
FBI Fee	\$ 38.25
Your Total to Pay:	\$ 46.20

Payment Method

Debit or Credit Card

Card number:

Expires

Billing address

First name Last name

Street address

Apt., suite, bldg.

City

State

ZIP code

Phone

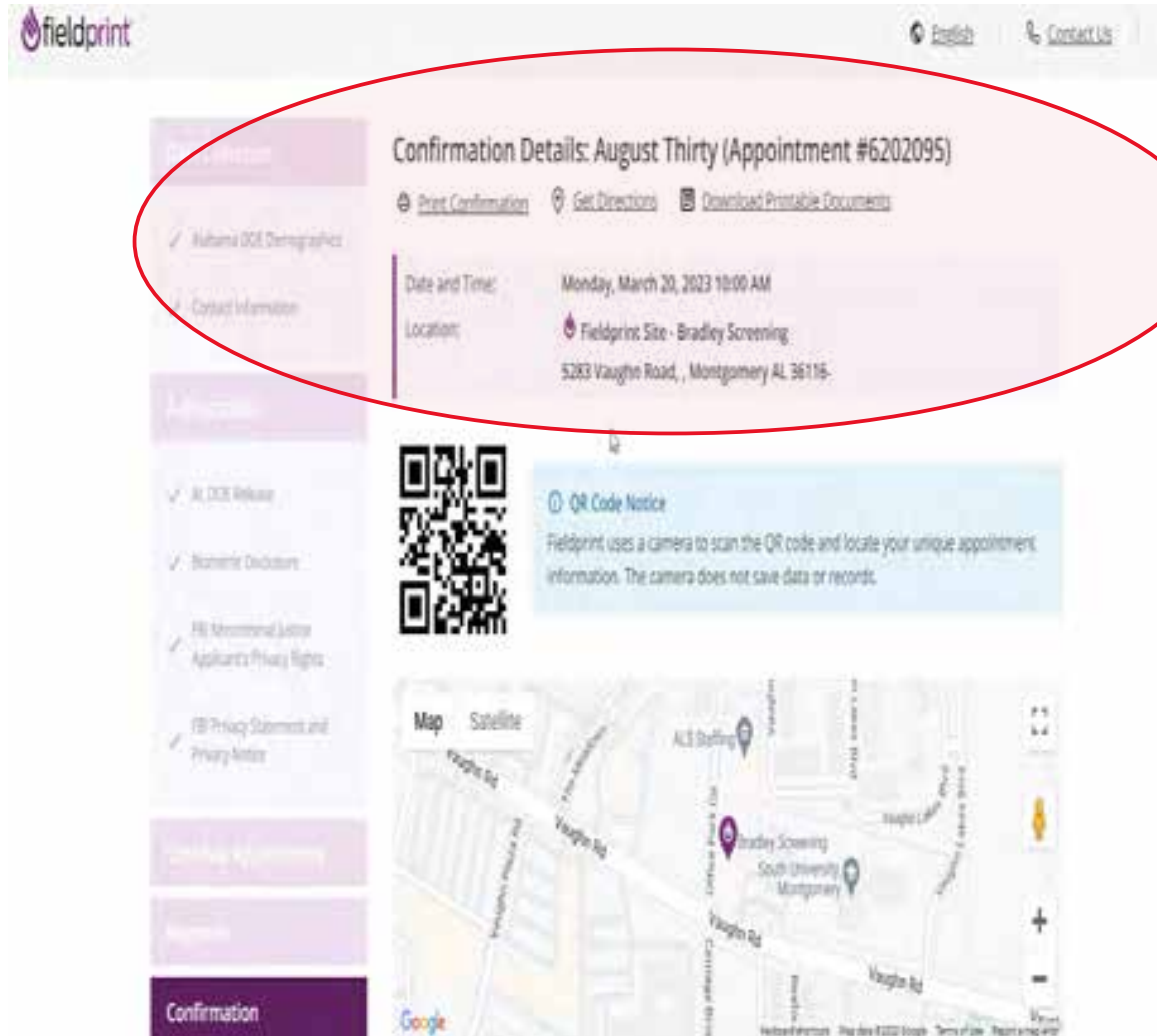
Email

☒ Ship to billing address

By entering, you confirm you're 18 years or older

Continue

- 4.5 Review appointment details and log out. **Note: Email confirmation of the appointment will be sent. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if needed.**



Payment

Payment Date	Transaction ID	Amount	Fee Type
March 19, 2023 9:02 AM	9U391469RF928533G	\$ 46.20	Fieldprint Scheduling Fee - \$ 7.95 FBI Fee - \$ 38.25

What to Bring to Your Appointment?**Notice**

Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

Identification required to complete your appointment**Primary ID for Fingerprinting**

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

Secondary ID for Fingerprinting

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo

Reschedule or Cancel Minnie Brown Appointment (#6202099)

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponded button below or call [877-614-6364](tel:877-614-6364).

If you decide to reschedule your appointment in the future, please return to alabamareception.fieldprint.com, log in as an existing user, and click on the Reschedule button to make a new appointment.

Cancel Appointment

Reschedule

Back to Home

Log Out