



ALABAMA PRIVATE INVESTIGATION BOARD (APIB)

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Application Instructions and Checklists

General Statement:

The APIB desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process **complete applications only**. Complete applications will be the Board's first priority. Incomplete applications must have deficiencies addressed. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application. **The Board accepts checks or money orders made payable to APIB. Please send with application to: APIB; P.O. Box 241206; Montgomery, AL 36124-1206.**

You should carefully read the APIB Licensure Law and the Rules and Regulations (also available on this web site) to familiarize yourself with them prior to beginning to complete the application. **Please keep a copy all forms submitted to the APIB for your records**, as you may need some page for future reference and to assure you have a copy in case the original is lost through the mailing process.

The APIB has been given the responsibility of protecting the public safety and welfare by regulating private investigation in the State of Alabama, which is our first concern. In addition, we are striving to meet the needs of the professional private investigators, who provide investigation services to the public. Therefore, we have attempted to make the rules and regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome suggestions and request that you mail them to our office in Montgomery.

Checklists: Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license or certification. The checklists will direct you to the appropriate forms to complete. The following is a list of APIB checklists from which you should choose:

- License by Credential (Examination)
- Certified Trainer
- Certified Assistant Trainer

Application: Applications must be typewritten or printed in ink and must be legible. Applicants should keep a copy of all documents submitted to the Board office for their own records. Complete the entire application. Leave no space blank. If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of application. All items that appear in red are required enclosures to be submitted with your completed application.

Your full name, social security number, and date of birth are essential for identification purposes. This information will be for confidential Board use only. Please supply this required information. The preferred contact information (as completed by the applicant on the application forms) may be used for publication of a roster of licensees on the Board web site. The applicant must mark their citizenship status in order for the Proof of Citizenship Form to be accepted. Make sure the section to be notarized is signed and dated by the applicant in the presence of a Notary Public. The Notarization date must match the date the applicant signs the application.

Application Process: Once your complete application with application fee has been received, your application will be reviewed by the Board. You will then be notified of your status by letter. Please allow ten (10) business days to receive a response. Once approved for Licensure, you will be required to submit the License Fee of \$300 (for a two year license). **Do not submit this fee until you have been notified of your approval status. For any questions regarding the application/licensing process, please contact our office at apib@leadership-alliance.org.**

ABI – 46 Criminal History Release Form

INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM

Section 1 – APPLICANT INFORMATION

Enter last name, first name, middle name and any other names used (including maiden name, surname and any aliases).

Enter address, city, state and zip code, date of birth (MM/DD/YYYY), Social Security number, race and sex for whom the criminal history record is being conducted on.

The codes for race are as follows:

Asian	(A)	Indian	(I)
Black	(B)	White	(W)
Hispanic	(H)	Other	(O)

Section 2 – AFFIDAVIT FOR RELEASE INFORMATION

The Alabama Private Investigation Board's (APIB) contact information and ORI# have already been completed on the attached form.

Affidavit **MUST** be signed by APPLICANT and be WITNESSED by two (2) individuals OR NOTARIZED.

APIB Note: Check with the fingerprinting location for any fees charged for fingerprint cards and method of payment prior to getting fingerprinted. The applicant should only be required to pay for the three (3) sets of classifiable fingerprint cards and not for processing of criminal history. The APIB will process the criminal history through ABI for State and Federal criminal histories. The law enforcement agency will know the type of cards required by ABI. The fingerprint cards should be given to the applicant and the applicant will mail them to the APIB office to process.

Incomplete information will result in form being returned

(*) Indicates required information

Applicant Fingerprinting FAQ's:

Why am I required to have a background check?

The Alabama Private Investigation Board was established to protect the public. In the Board's enabling statute fingerprints are required as stated below:

§ 34-25B-3. License required; criminal background check.

" All applicants shall pass a criminal background check based on criteria established pursuant to Section 34-25B-4. (Act 2013-306, § 3.)"

Can I purchase my own ink and fingerprint myself?

No. Fingerprinting should only be conducted by officials properly trained to take acceptable fingerprints. Fingerprint card submissions that do not meet the required specifications will not be processed.

What kind of fingerprinting card is required?

You do not need to know the type of fingerprint card or provide your own fingerprint card. The law enforcement agencies that will be processing your fingerprint card already have the fingerprint cards used for the ABI for running State and Federal checks. Live Scans cannot be accepted at this time.

Where are the fingerprinting locations in my area?

The Alabama Private Investigation Board will accept fingerprint cards from any law enforcement agency in Alabama. A detailed list of all law enforcement agencies can be found at www.myfbireport.com/locations/lawEnforcement/AL.php
Some of these locations are listed below:

Montgomery:

ABI Identification Unit:
834 Adams Avenue
Montgomery, AL 36104
334-353-4340

Huntsville:

Huntsville Police Department
815 Wheeler Avenue
Huntsville, AL 35801
256-427-7001

Birmingham:

BNSF Railway Police
1801 4th Street West
Birmingham, AL 35204
205-320-3626

Mobile:

Mobile Police Department
2460 Government Boulevard
Mobile, AL 36606
254-208-7211

Dothan:

Dothan Police Department
210 N. Saint Andrews Street
Dothan, AL 35062
334-615-3000

Florence:

University of North Alabama Police Dept.
One Harrison Plaza
Florence, AL 35632
256-765-4357

What am I required to bring to the fingerprint site?

Bring your completed ABI Form 46 with the Alabama Private Investigation Board's ORI# and Instructions (these forms are provided in the application) and a qualified State or Federal photo ID to the fingerprint site. Applicants will not be processed if they cannot produce acceptable identification.

What is an acceptable form of identification?

Fingerprinting locations can only accept current, valid, and unexpired picture identification documents. However, in the absence of the new driver's license additional forms of identification may be presented.

- A state issued driver's license which meets requirements of Public Law 109-13
- A state identification card may be presented if the state's identification card standards are the same as for the driver's license

Applicants may provide one or more secondary documents including:

- State Government Issued Certificate of Birth
- U.S. Active Duty/Retiree/Reservist Military Identification Card (000 10-2)
- U.S. Passport
- Federal Government Personal Identify Verification Card (PIV)
- Department of Defense Common Access Card
- U.S. Tribal or Bureau of Indian Affairs Identification Card
- Social Security Card
- Court Order for Name Change/Gender Change/Adoption/Divorce
- Marriage Certificate (Government Certificate Issued)
- U.S. Government Issued Consular Report of Birth Abroad
- Foreign Passport with Appropriate Immigration Documents
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued Since 1997
- INS I-688 Temporary Resident Identification Card
- INS I-68B, I-766 Employment Authorization Card

Secondary Identification Data Support Documents:

- Utility Bill (Address)
- Jurisdictional Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Jurisdictional Public Assistance Card
- Spouse/Parent Affidavit
- Cancelled Check or Bank Statement
- Mortgage Documents

Do I have to schedule an appointment to be fingerprinted?

In most cases, no appointments are required. Simply walk-in during established fingerprint hours. In all cases applicants should check the fingerprinting location for the fingerprint times of all sites as hours may change.

Fingerprint location sites work on a first come, first serve basis. Be advised that during the initial few weeks of the program, fingerprint traffic may be heavy. Plan your visit to fingerprint locations accordingly. Do not send large groups of employees at one time. Plan to send employees to print locations over weeks, not hours. Contact the fingerprint site nearest you if you require a large group of employees to be printed. Ask the fingerprint site how they want to handle the processing of prints.

How do I know my personal data is secure?

Your personal data traveling from the fingerprint equipment is comprehensively secured and regulated by both State and Federal regulations governing the use of that data.

How much do I have to pay for my fingerprint cards?

Each law enforcement agency charges differently for fingerprint cards. Please check with the fingerprinting location of your choice prior to getting your fingerprint card to see what they may charge and their accepted forms of payment. You will not have to pay for the processing of fingerprints because the Board will send the fingerprint cards that are received to the ABI to process both State and Federal criminal history. Make sure the law enforcement agency understands that you are only requesting a card to mail to the Board office.

What do I do with my fingerprint card given to me by the law enforcement agency?

The law enforcement agency will give you three sets of fingerprint cards (required by statute and provided in instructions for ABI Form 46 taken to the fingerprinting locations). You will then mail all three cards and the completed ABI Form 46 to the Board office. Fingerprint cards received with no personal identification information will not be processed by the ABI.

Once I complete the fingerprinting process how long will it take for the results of the background check to return?

Results of the background check will be reported to the Alabama Private Investigation Board usually within ten (10) business days of initial processing. All inquiries regarding results of the background check should be addressed to the Alabama Private Investigation Board office. If you have questions regarding your fingerprint status, please contact the Alabama Private Investigation Board office for further information at 334-215-0693 or apib@leadership-alliance.org.

I still have additional questions, who can I call?

For answers to additional questions regarding fingerprinting for licensure, contact the Alabama Private Investigation Board office at 334-215-0693 or apib@leadership-alliance.org.

FAQ's Regarding Licensure Examination

Q: Why do I have to take a test to be a Private Investigator?

A: Alabama Law requires that an examination designed to measure knowledge and competence in the investigation field be passed in order to obtain an Alabama Private Investigator License (§34-25B-12 (a)(5)).

Q: What do I need to study?

A: The APIB Law and Administrative Code for Licensed Private Investigators (found on this site) and *The Complete Idiot's Guide to Private Investigating, 3rd Edition* by Steven Kerry Brown (can be ordered at www.amazon.com or any retail bookstore).

Q: When is the examination given?

A: The examination is scheduled at a time and date of the exam candidates choosing. Specifically, once an individual receives their "Exam Eligibility Notice" from the APIB, they can go online or call PSI to set their own testing date and time.

Q: Where is the examination given?

A: The examination is provided at testing sites through out the nation. In Alabama, there are currently four testing sites (Birmingham, Huntsville, Montgomery, and Mobile). Once an individual receives their "Exam Eligibility Notice" from the APIB, they can go online or call PSI to pick their testing site.

Q: What do I need to do to sit for an examination?

A: Submit an Application by Credential (Examination) to APIB (found on this web site under the "Forms" or "Applicant" Tab). Upon approval of the application, the applicant will be sent an "Exam Eligibility Notice" that authorizes them to schedule a time, date, and location for their examination.

Q: When will I receive my results?

A: The examination is computer based. Therefore, test results can be received immediately after taking the examination. Results are also automatically reported to APIB.

Q: What do I do if I fail the test?

A: Exam Candidates are not limited to how many attempts they can make at passing the examination and therefore, would not have to go through the application process again to receive another "Exam Eligibility Notice". Once the Exam Candidate has revisited the study material, they may contact PSI directly to schedule another examination.

Q: How much is the test?

A: The testing fee of \$100 will be submitted directly to PSI when scheduling an examination. This covers the cost of administering and scoring the examination. APIB pays PSI annually for the development of the examination in order to lower the cost to Exam Candidates.