Application Checklist
for
License by Credential (Examination)

Note: Items to be enclosed with the completed application appear in read (just as they do in the application).

- Complete Section 1 – General Information
- Complete Section 2 – Employment/Education History
- Complete Section 3 – Classification
- Complete Section 4 - Proof of Citizenship (POC)
- Enclose a Copy of Proof of Citizenship or Legal Presence (meeting acceptable proof as listed in Section 4)
- Complete Section 5 – Photograph
- Enclose Current Picture (meeting specifications described in Section 5)
- Complete Section 6 – Fingerprints
- Complete ABI Form 46
- Enclose Three (3) Classifiable sets of Fingerprint cards (as specified in Instructions)
- Complete Section 7 – Disclosure (Including any necessary attachments of criminal history as specified in Section 7)
- Complete Section 8 – Affidavit of Applicant
- Complete Section 9 – Notary
- Enclose a check or money order for $125 made payable to APIB. This is the Application Fee (This is a one time only fee and is **nonrefundable**).

Mail completed information to:

APIB
P.O. Box 241206
Montgomery, AL 36124-1206

ALABAMA PRIVATE INVESTIGATION BOARD (APIB)
Post Office Box 241206
Montgomery, Alabama 36124-1206

Phone: 334-215-0693
FAX: 334-274-0684
Web Site: www.apib.alabama.gov
E-mail: apib@leadership-alliance.org

O **License by Work Experience** O **License by Credential**

SECTION 1 – General Information

Last Name:_____ First Name: _____ Middle Name:_____
(Legal Name. If name on documentation is not the same as above, submit a copy of legal name change)

List all names by which you are currently known or have used in the past:

_____

Mailing Address: _____ City _____ State ____ Zip _____

Physical Address: _____ City _____ State ____ Zip _____

Prior Address: _____ City _____ State ____ Zip _____
(If at current address less than 3 years, list prior address)

Home Phone: (_____) _____-_____ Work Phone: (_____) _____-_____

Cell Phone: (_____) _____-_____ E-mail: _____

Please check the following items (if any) that you would like to have listed on the APIB License Roster: O Mailing Address O Physical Address O E-mail Address
O Work Phone O Home Phone O Cell Phone

Social Security Number: _____-_____-_____ D.O.B. ____/____/_____(mm/dd/yyyy)

O Male O Female Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Race: _____ Are you a military spouse? O Yes O No

SECTION 2 – Employment/Education History

Employment: List in chronological order all investigation related employment for the previous three (3) years, beginning with current employment. If additional space is needed, record on a separate sheet of paper and attach to this application.

Name and Address of Employer	Beginning/Ending dates of Employment (month/year)	Position Title	Phone (area code and number)

Education:

If additional space is needed, record on a separate sheet of paper and attach to this application.

High School	City, State	Dates Attended	Graduation date	Major
University/College	City, State	Dates Attended	Graduation date	Major
Other	City, State	Dates Attended	Graduation date	Major

Licenses: List all Private Investigator and any other security-related license you hold or have held. If additional space is needed, record on a separate sheet of paper and attach to this application.

State	Type License	Date License was Issued	License Status
			O Active O Inactive
			O Active O Inactive
			O Active O Inactive
			O Active O Inactive

SECTION 3 – Request to Sit for Examination

License by Credential:

O I am applying for permission to sit for the Licensure Examination.

741-X-4-.03 Licensure by Examination

(1) The applicant for licensure by Examination shall pass an Examination by the Board designed to measure knowledge and competence in the investigation field and shall submit:
   (a) A completed application
   (b) Required fees
(2) Any applicant who seeks to qualify for a private investigators license must apply to the independent testing organization selected by the Board to prepare and grade such examination. Payment of any examination (or re-examination) fee shall be the responsibility of the applicant. The independent testing organization will notify each examinee of the results in the examination.
(3) Applicants for private investigator license must be on file with this office prior to scheduling examinations(s).

Exam Eligibility Notice: Upon approval of this application to sit for the examination, you will receive an "Exam Eligibility Notice" with specific directions regarding scheduling your examination directly with PSI.

Study Materials: The APIB Law and Administrative Code for Licensed Private Investigators (www.apib.alabama.gov); 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).

SECTION 4 – Proof of Citizenship (POC)

This section is to be completed by applicants for licensure in order to comply with Ala. Code § 31-13-7 (1975 as amended). Please mail a **copy** of the required documentation proving citizenship or legal presence to the Board office with this completed application. **Do not send originals or faxes of citizenship/legal presence documents.**

City and State of birth (or Country if not U.S.):

_____, _____ _____

City ST Country (if not U.S.)

Track I: Please complete this section if you are a United States Citizen. Check all that apply below:

- o I am a United States Citizen. I am submitting the attached COPY of my document to prove citizenship:
  Please check and submit one of the following:
- o Alabama Driver's License or Identification issued by the Department of Public Safety
- o Driver's License from other state that required proof of lawful presence
- o Birth Certificate indicating U.S. Birth
- o Valid U.S. Passport
- o Military Identification showing U.S. as place of Birth
- o Naturalization documents
- o Certificate of Citizenship
- o Consular report of birth abroad of U.S. Citizen
- o Bureau of Indian Affairs Identification
- o American Indian Card issued by Homeland Security
- o Final adoption decree showing person's name and place of U.S. Birth
- o A valid Uniformed Services Privileges and Identification Card
- o Extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- o Certification of Birth Issued by U.S. Department of State

I hereby declare that I am a citizen of the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

_____ _____

Signature Date

Track II: Please complete this section if you are not a United States Citizen. Check all that apply below:

- o I am not a United States Citizen. I am submitting the attached COPY of my document to prove legal presence in the United States:
  Please check and submit one of the following:
- o I-327 Re-entry Permit
- o I-551 Permanent Resident Card
- o I-571 Refugee Travel Document
- o I-766 Employment Authorization Card
- o I-94 Arrival/Departure Record
- o Unexpired Foreign Passport
- o Temporary I-551 Stamp (on passport or I-94)
- o I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- o DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- o Machine-readable immigrant Visa (with temporary I-551 language)
- o Other: Explain: _____

I hereby declare that I am an alien lawfully present in the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

_____ _____

Signature Date

SECTION 5 – Photograph

The following are the required specifications for the photograph:

- Photograph must show the subject in a frontal, headshot portrait. No hats or sunglasses may be worn in the photo.
- Photograph's outer dimension must be no larger than 1-1/4" X 1-3/8" (passport size).
- Photograph must be in color with a light colored background. No fancy backdrops, lettering, etc.
- Surface of the photograph must be glossy.
- Photograph must not be stained, cracked, or mutilated; it must lie flat.
- Photograph image must be sharp and correctly exposed.
- Photograph must not be pasted on cards or mounted in any way.
- Photograph must be taken within six months of the date application is submitted.
- Snapshots, group pictures, or full-length portraits will not be accepted.
- Do not cut the photograph.
- Lightly print your name and date of birth on the back of the photograph. Use crayon or felt-tipped pen to avoid mutilation of the photograph.
- Place photograph in envelope with other application materials. Do not use glue, tape, or staples to attach photograph.

I understand that the required photograph will be used on my license card and I have enclosed a photo meeting the above specifications. O Yes O No

SECTION 6 – Fingerprints

1. I understand that I am required to submit three (3) sets of classifiable fingerprints with this application for the purpose of allowing the Board to forward fingerprints to the Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) as required by the Alabama Private Investigation Regulatory Act. O Yes O No
2. I understand that the Board will conduct a fingerprint comparison on my fingerprints. O Yes O No
3. I understand that my fingerprints will be checked each renewal cycle for criminal history files based upon name, date of birth, sex, race, and Social Security number. O Yes O No
4. I understand that in the event my fingerprints are unclassifiable in nature (the print of the fingerprints cannot be read, and therefore cannot be used for identification) and are rejected by the ABI or FBI, that I am responsible for submitting new prints and any fees assessed by the ABI or FBI for resubmission. O Yes O No
5. I have attached a completed ABI Form 46 with this application. O Yes O No
6. I have enclosed (3) three sets of classifiable fingerprint cards. O Yes O No

SECTION 7 – Disclosure

If you answer, "yes" to any of the following questions you are required to furnish explanation, date, place, reason, and disposition of the matter on a separate sheet of paper attached to this application. A "yes" answer does not necessarily mean the applicant will not be granted a license. Failure to furnish complete documentation may result in denial or delay in the processing of your application. If you check "no" to any of the following questions regarding arrests or charges and there is an arrest record listed on your ABI or FBI report, your application could be denied for a material misstatement.

DUI or DWI charges are considered criminal charges. Misdemeanor citations and charges where you may not have been fingerprinted or booked, but were required to pay court costs or fines, are routinely reported to the ABI and FBI as a charge/arrest. These types of charges must also be disclosed on your application.

If you were told that a charge or arrest would be expunged from your record, and you would not need to report the charge as an arrest, you should verify with the court that the record was expunged and that you have "no arrest record" for the charge or arrest before completing your application for licensure. Failure to report charges or arrests that have not been expunged from your record could result in the denial of your application for a material misstatement.

If you answer yes to any of these questions, it will be necessary for you to provide the following for each charge: a copy of the charging instrument (indictment, criminal information or complaint), certificate of disposition from the court, including suspended or deferred sentences, and a written explanation of the events that surrounds the charge(s). If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.

1. Are you currently charged with, or ever been convicted of a felony or misdemeanor? O Yes O No
   If Yes, complete the following:
   a. Were criminal charges filed against you?
   (If yes, please list the charges below. Attach additional sheets if necessary.) O Yes O No

   Date _____ Charge _____ City _____ ST ____

   Date _____ Charge _____ City _____ ST ____

   Date _____ Charge _____ City _____ ST ____

   b. Did you appear in court? O Yes O No
   c. What was the sentence of the court? (List the sentence below. Indicate the fine, any time served, deferred sentence, suspended sentence, or period of probation. Attach additional sheets if necessary.)

   Date _____ Sentence _____ Probation Completed Date _____

   Date _____ Sentence _____ Probation Completed Date _____

   Date _____ Sentence _____ Probation Completed Date _____
2. Do you have any physical, mental, or emotional impairments that would hinder your ability to perform duties assigned in the profession of Private Investigator? O Yes O No
3. Are you currently suffering from habitual drunkenness or any narcotic addiction or dependence? (If Yes, attach proof (if applicable) of having completed treatment program(s).) O Yes O No
4. Have you ever been declared incompetent by reason of mental defect or disease? O Yes O No
   (If Yes, attach documents showing that a court has since declared you are competent.)
5. Have you ever served in the Military Service? O Yes O No
   a. Did you receive an Honorable discharge? O Yes O No
   (If other than Honorable discharge, attach a separate sheet of paper explaining the discharge, a copy of your DD214, and copies of all final judgments or dispositions of charges.)
6. Has any state licensing board refused, revoked or suspended a certificate/license issued to you or taken other disciplinary action? O Yes O No
7. Have you ever voluntarily or otherwise surrendered your Private Investigator license or certification/ registry in any jurisdiction, state or territory? O Yes O No
8. Are you currently under investigation by any Investigator licensing board or agency? O Yes O No
9. Have you had any lawsuits filed against you pertaining to the practice of Private Investigation? O Yes O No
10. Have you read the Alabama laws pertaining to the Private Investigators Licensing and Regulatory Act and the corresponding Administrative Rules, and do you understand your responsibilities? O Yes O No

SECTION 8 – Affidavit of Applicant

I authorize and consent to have an investigation made as to my moral character, professional reputation and fitness to practice as a Private Investigator. I agree to give any further information that may be required in reference to my past record. I understand that to receive a copy of the report or know its contents, I must submit a written request to the Board.

I authorize and request the Alabama Private Investigation Board to obtain any criminal history information concerning me from any authorized law enforcement agency including but not limited to the Alabama Criminal Justice Information Center, Bureau of Investigation, and the National Crime Information Center (NCIC).

I hereby release, discharge and exonerate the Alabama Private Investigation Board for any and all liability of every nature and kind arising out of the furnishing or inspections of such documents, records or other information or any investigation made by the Alabama Private Investigation Board as it relates to me or to this application as long as the Board acts without malice.

I, _____ acknowledge and state that all of the information supplied in this application is true and correct to the best of my knowledge, that the photograph submitted herein is a true likeness of myself, and that I have read and am familiar with the Rules and Regulations pertaining to the licensure of Private Investigator in the State of Alabama. I acknowledge that any false or untrue statements or representation made in this application may result in the denial or revocation of any license to practice private investigation granted to me and criminal prosecution to the fullest extent of the law.

_____ _____

Applicant's Signature Date

SECTION 9 – Notary

Being duly sworn, says that he/she is the person who executed the above application and that all the statements herein contained are true and that the attached photo is a true photo of the applicant.

County of _____State of _____

SWORN to and subscribed before me this _____ day of _____, 20_____

_____(Notary Public) Affix SEAL here :

My Commission Expires: _____

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 OF INFORMATION

Enter name, **COMPLETE** mailing address, Agency or person to receive results. **(THIS INCLUDES THE PERSON REQUESTING THEIR OWN RECORD)**

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

A $25.00 payment MUST be made by Money Order or Certified Check for each individual and must be included with ABI – 46. Please make payable to the Alabama Bureau of Investigation.

PERSONAL CHECKS WILL NOT BE ACCEPTED

For Immigration or Fingerprint based background checks, please contact the ABI – Identification Unit at (334)353-4340 for further information.

Incomplete information will result in form being returned

(*) Indicates required information

CRIMINAL HISTORY INFORMATION RELEASE FORM
ABI – 46 (Revised 11/02/11)

For ABI Use Only: _____

Mail Request To:

Alabama Bureau of Investigation
Identification Unit – Record Check Unit
PO Box 1511
Montgomery, AL 36102-1511

Section 1 – Applicant Information

TYPE or PRINT LEGIBLY

(*) Required Information

Last Name* _____ First Name* _____ Middle Name* _____

All Other Names Used* _____

Address _____ City _____ AL _____ Zip Code _____

DOB (mm/dd/yyyy)* _____ SS#* _____ Race* _____ Sex* _____ Telephone* _____

Section 2 - AFFIDAVIT FOR RELEASE OF INFORMATION

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

_____

Name & Address of Requesting Agency or Authorized Agent*

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this _____day of _____ 20___.

_____
Signature of Applicant*

_____ Name of Witness

_____ Name of Witness

_____ Address of Witness

_____ Address of Witness

_____ City, State and Zip

_____ City, State and Zip

Sworn to and subscribed before me on this ____ day of _____, 20___.

_____ Signature of Notary

My Commission Expires _____, 20_____.