

ALABAMA PRIVATE INVESTIGATION BOARD (APIB)

Post Office Box 241206
Montgomery, Alabama 36124-1206

Phone: (334) 215-0693
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Web Site: www.apib.alabama.gov



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 of 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.

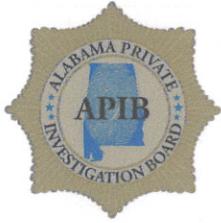
Checklists: Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license or certification. The checklists will direct you to the appropriate forms to complete. The following is a list of APIB checklists from which 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, application fee, and money order made payable to ALEA for \$39.75 have 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.**



Application Checklist for License by Credential (Examination)

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

- Complete Section 1 – General Information
- Complete Section 2 – Employment/Education History
- Complete Section 3 – Request to Sit for Examination
- 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 ALEA Application to Review CHRI and include a Money Order made Payable to ALEA for \$39.75 (for both State and Federal Check)
- 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**

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.

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.)"

Where do I go to get my fingerprints professionally rolled?

The Alabama Law Enforcement Agency (ALEA) office in Montgomery will print you without requiring you to call ahead to make an appointment or requiring a fee for printing. Their contact information is as follows:

ALEA Identification Unit

834 Adams Avenue

Montgomery, AL 36104

334-353-4340

You may also utilize a police or sheriff's department more convenient to you (including out-of-state), but not all offices actually take fingerprints so you should contact them first. You will also want to find out if the location you choose requires that you make an appointment and whether they charge a fee for printing. These policies vary by location, so you will need to check with the individual office. A detailed list of all law enforcement agencies in Alabama can be found at www.myfbireport.com/locations/lawEnforcement/AL.php.

Can I purchase my own ink and fingerprint myself?

No, prints must be professionally rolled at a law enforcement agency. 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 ALEA for running both a State and Federal check. Live Scans cannot be accepted at this time.

What am I required to bring to the fingerprint site?

Bring your completed ALEA Application to Review CHRI (this form is provided in the APIB Application Forms) 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 Identity 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

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. Make sure the law enforcement agency understands that you are only requesting three (3) fingerprint cards to mail to the Alabama Private Investigation Board (APIB) office.

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

The law enforcement agency will give you three (3) sets of fingerprint cards (required by the APIB statute). You will then mail all three (3) cards and the completed ALEA Application to Review CHRI with your money order made payable to ALEA for \$39.75 to the APIB office. ALEA requires that fingerprint cards have personal identification information.

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 APIB from ALEA. This process typically takes about ten (10) business days, but could take several months. You will be notified by APIB if there is any problem with the quality of prints and you will be notified by APIB when results are received. All inquiries regarding results of the background check should be addressed to the APIB at 334-215-0693 or apib@leadership-alliance.org.

Why do I have to pay \$39.75 when the ALEA Form has \$25.00?

The APIB law requires both a State and Federal Check. The \$39.75 is the cost for running both State and Federal background check. The generic ALEA form has \$25.00 for a State check only. ALEA will not accept checks. It is important that your ALEA Application to Review CHRI includes your money order made payable to ALEA for \$39.75 in order to help expedite receiving your results from ALEA.

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.



Applicant Instructions

For completing the ALEA Applications to Review or to Challenge Alabama Criminal History Record Information

In order for your request to review, challenge or appeal your Alabama criminal history record information to be processed by the Alabama Law Enforcement Agency (ALEA), **you must complete the ALEA Application to Review or to Challenge AL Criminal History Record Information in accordance with the following instructions:**

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
 - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
 - b. A valid unexpired United States Active Duty, Retiree or Reservist military ID card (DD Form 2 or 2A);
 - c. A valid unexpired United States Military Dependent ID card (for spouse or children of Active Duty Military personnel);
 - d. A valid unexpired United States Citizenship and Immigration Service Documentation, which may include either:
 - i. Certificate of Naturalization N-550, N-570, N-578; or
 - ii. Certificate of Citizenship N-560, N-561, N-645
 - e. A valid unexpired United States Passport; or
 - f. A valid unexpired Foreign Passport which meets the following requirements:
 - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
 - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "ALEA Records and Identification Division" (*sorry – personal and/or business checks are not accepted*); and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
 - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card) collected by an approved law enforcement agency with a valid FBI ORI. This permits positive identification and insures that the proper criminal record is reviewed.
 - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
 - a. The charge and DATE of each specific arrest or disposition being challenged;
 - b. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
 - c. A listing of each specific arrest or disposition being challenged;
 - d. The details related to why each specific arrest is incorrect or incomplete;
 - e. What the applicant believes to be the correct information for each arrest or disposition being challenged;
 - f. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
 - g. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
5. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency – Records & Identification Division
P.O. Box 1511
Montgomery, Alabama 36102-1511

Please allow a minimum of 5-10 business days from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling (334) 353-4340.



Application to Challenge Alabama Criminal History Record Information

Request to Challenge CHRI maintained by ALEA

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Records and Identification Division that he or she believes to be **incomplete** or **inaccurate**. This may be requested by completing the *ALEA Application to Challenge AL Criminal History Record Information* and returning it along with the required documentation to ALEA within one calendar year of the date of the ALEA response to the individual's request to review CHRI.

Please ATTACH IN WRITING to this completed application the following information regarding EACH arrest and/or disposition you wish to challenge:

- 1. The charge and DATE of each specific arrest or disposition being challenged;**
- 2. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;**
- 3. A listing of each specific arrest or disposition being challenged;**
- 4. The details related to why each specific arrest is incorrect or incomplete;**
- 5. What the applicant believes to be the correct information for each arrest or disposition being challenged;**
- 6. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and**
- 7. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.**

Please mail your completed application, along with the required documentation to:

Records & Identification Division

P.O. Box 1511

Montgomery, Alabama 36102-1511

The *ALEA Application to Review or Challenge AL Criminal History Record Information* will be reviewed by an ALEA official, along with the documentation provided. The applicant will be notified as promptly as possible of the results of the challenge and you may appeal a decision that is unsatisfactory to you according to the procedures established by the ALEA Commission.