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

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 applicant's mailing address (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 ($100), and money order made payable to ALEA for $38.25 have been received, your application will be reviewed. 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 passed your examination for licensure. 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 read (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 (SBI Form 46) and include a Money Order made payable to ALEA for $38.25 (The APIB requires both a State and a Federal Check. Please disregard the $25 fee on the ALEA form – this is only for a State check.)
- Enclose Three (3) Classifiable sets of Fingerprint cards (Please ensure that all identifying information and data are completed on each card.)
- 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 (Please ensure that the applicant and Notary sign on the same date.)
- Enclose a check or money order for $100 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

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: _____

Web Site: _____

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 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. Make sure to include the address of each employer.

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). **Make sure to mark the bubble that indicates if you are a citizen or not**. An original signature is required. Therefore, faxes will not be accepted. 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:

- ○ **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:
- ○ Alabama Driver's License or Identification issued by the Department of Public Safety
- ○ Driver's License from other state that required proof of lawful presence
- ○ Birth Certificate indicating U.S. Birth
- ○ Valid U.S. Passport
- ○ Military Identification showing U.S. as place of Birth
- ○ Naturalization documents
- ○ Certificate of Citizenship
- ○ Consular report of birth abroad of U.S. Citizen
- ○ Bureau of Indian Affairs Identification
- ○ American Indian Card issued by Homeland Security
- ○ Final adoption decree showing person's name and place of U.S. Birth
- ○ A valid Uniformed Services Privileges and Identification Card
- ○ 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
- ○ 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:

- ○ **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 two of the following:
- ○ I-327 Re-entry Permit
- ○ I-551 Permanent Resident Card
- ○ I-571 Refugee Travel Document
- ○ I-766 Employment Authorization Card
- ○ I-94 Arrival/Departure Record
- ○ Unexpired Foreign Passport
- ○ Temporary I-551 Stamp (on passport or I-94)
- ○ I-20 Certificate of Eligibility for non-immigrant (F-1) student status
- ○ DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- ○ Machine-readable immigrant Visa (with temporary I-551 language)
- ○ 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 2" X 2" (passport size). Make sure to cut out the photo to the appropriate 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.
- 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. ○Yes ○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 Law Enforcement Agency (ALEA) as required by the Alabama Private Investigation Regulatory Act. ○Yes ○No
2. I understand that the Board will conduct a fingerprint comparison on my fingerprints. ○Yes ○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. ○Yes ○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 ALEA, that I am responsible for submitting new prints and any fees assessed by ALEA for resubmission. ○Yes ○No
5. I have attached a completed ALEA Application to Review CHRI (SBI Form 46) with this application including a copy of at least one identifying document (as listed on SBI Form 46). ○Yes ○No
6. I have enclosed (3) three sets of classifiable fingerprint cards. ○Yes ○No
7. I have enclosed a money order made payable to ALEA for $37.00. ○Yes ○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 ALEA 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 ALEA 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

   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

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: _____

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 chose 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?

The Blue Applicant Card is typically utilized for licensure purposes. The law enforcement agencies that will be processing your fingerprint cards already have these cards used for the ALEA for running State and Federal checks. 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 (SBI Form 46 - 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 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

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 requesting three (3) fingerprint cards to mail to the Alabama Private Investigation Board (APIB) 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 (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 (SBI Form 46) with your money order made to ALEA for $38.25 to the APIB office. ALEA requires that fingerprint cards have personal identification.

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 four to six weeks 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.

Why do I have to pay $38.25 when the ALEA Form has $25.00?

The APIB law requires both a State and Federal Check. The $38.25 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 (SBI Form 46) includes your money order made payable to ALEA for $38.25 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 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, time, and location.

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. Once you have received passing results from PSI, mail this proof of passing the examination and $300 license fee to the APIB office. Upon receipt, your license may be processed if your criminal history results have already been received from ALEA.

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.

ALABAMA LAW ENFORCEMENT AGENCY

APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name *(First, Middle, Last, Suffix)*: _____ **Sex/Gender:** ☐ Male ☐ Female

Aliases/Nickname: _____

Applicant Current Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **SSN:** _____

Date of Birth: _____ *(MM/DD/YYYY)* **Driver's License Number:** _____ **Issuing State:** _____

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other *(please specify)* _____

Home Phone: (____) _____ **Mobile Phone:** (____) _____ **Work Phone:** (____) _____

WORK INFORMATION

Employer Name: _____ **Employer Phone:** (____) _____

Contractor Name: _____ **Contractor Phone:** (____) _____

State Agency: _____ **Agency Phone:** (____) _____

Work Email Address: _____

Job Role/Classification: _____ **Supervisor Name:** _____

Included with my Release are the following items:

- ☐ Completed Application signed by applicant and **two witnesses *OR* notarized.**
- ☐ The required copy of my valid photo identification.
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
- ☐ ***If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.***
- ☐ ***PERSONAL REQUESTS ONLY:*** **The required $25.00 administrative fee *(must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).***

The Alabama Private Investigation Board
P.O. Box 241206; Montgomery, AL 36124-1206
ORI#: AL920044Z Purpose: App for Licensure
$38.25 Money Order payable to ALEA

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

_____

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than $5,000 nor more than $10,000 or imprisoned in the state penitentiary for not more than five years or both. §41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature _____ **Date** _____

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 this ____ **day of** _____, 20___.

Notary Signature _____ **My Commission Expires** _____, 20___.

FOR ALEA OFFICIAL USE ONLY: TCN: _____ SID: AL_____

Received By (Initials): _____/Date: ___/___/___ Processed By (initials): _____/Date: ___/___/___

Walk-in/Hand Delivered ☐ Mailed ☐ Status: _____ Initials: _____ Date: ___/___/___

Billed: _____ Paid: _____ No Charge: _____

Check#: _____

Background Check Qty: ___ Total: $_____

Certified Letter Qty: ___ Total: $_____