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

Application Instructions and Checklists for Licensed Private Investigator

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. **Make all checks payable to APIB and send with application to: 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 copy all forms submitted to the APIB for your records, as you may need some pages for future reference.

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. 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 Work Experience (Business Owners)
License by Work Experience (Employees/Contractors)
License by Credential (Examination)

Application: Applications must be typewritten or printed in ink and must be legible. 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 key information. The preferred contact information, name, and license number may be used for publication of a roster of licensees on the Board's web site.

Application Process: Once your **complete application** with payment has been received, your application will be reviewed by the Board. You will then be notified of your status by letter (generally, within ten (10) business days).

Application Checklist
for
License by Credential (Examination)

Note: The below checklist is for applicants for licensure who have passed an approved examination. 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).
- Enclose a check or money order for $300 made payable to APIB. This is the License Fee for a two year license. This fee is refundable if not approved for licensure.

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 – Classification

I meet one of the following criteria for licensing in the State of Alabama:

Track I – License by Work Experience:

The APIB Administrative Code Chapter 741-X-4-.02 Licensure by Work Experience provides for a grandfathering window as follows: Private Investigators holding a current business license in the state of Alabama on the effective date of the adoption of the rules and regulations of the Board may apply under the work experience option. The opportunity to apply for a private investigator license issued under this rule shall expire 365 days after the implementation of the rules and regulations of the Board.

The applicant for licensure by Work Experience shall submit:

(1) A completed application.
(2) Required fees.
(3) Copy of a current business license in the state of Alabama.

If applying for initial license by Work Experience (grandfathering provision), please check one of the following options:

O I hold a current business license to practice Private Investigation in the State of Alabama on March 7, 2014, and am applying prior to March 7, 2015. A copy of business license must be submitted with this application.

O I am currently employed/contracted as a Private Investigator by a Company with a current business license to practice Private Investigation in the State of Alabama on March 7, 2014, and am applying prior to March 7, 2015. Your employer must complete and mail separately the "Verification of Private Investigation Experience Form" with a copy of their State of Alabama business license.

Track II – License by Credential:

O I will take an examination approved by the Board designed to measure knowledge of competence in the investigation field.

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 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. OYes ONo

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. OYes ONo
2. I understand that the Board will conduct a fingerprint comparison on my fingerprints. OYes ONo
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. OYes ONo
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. OYes ONo
5. I have attached a completed ABI Form 46 with this application. OYes ONo
6. I have enclosed (3) three sets of classifiable fingerprint cards. OYes ONo

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? OYes ONo
   If Yes, complete the following:
   a. Were criminal charges filed against you?
   (If yes, please list the charges below. Attach additional sheets if necessary.) OYes ONo

Date	Charge	City	ST

   b. Did you appear in court? OYes ONo
   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? OYes ONo
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).) OYes ONo
4. Have you ever been declared incompetent by reason of mental defect or disease? OYes ONo
   (If Yes, attach documents showing that a court has since declared you are competent.)
5. Have you ever served in the Military Service? OYes ONo
   a. Did you receive an Honorable discharge? OYes ONo
   (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? OYes ONo
7. Have you ever voluntarily or otherwise surrendered your Private Investigator license or certification/ registry in any jurisdiction, state or territory? OYes ONo
8. Are you currently under investigation by any Investigator licensing board or agency? OYes ONo
9. Have you had any lawsuits filed against you pertaining to the practice of Private Investigation? OYes ONo
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? OYes ONo

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 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

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*

The Alabama Private Investigation Board
P.O. Box 241206
Montgomery, AL 36124-1206
334-215-0693 www.apib.alabama.gov

_____

ORI#: AL920044Z

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___.

_____ My Commission Expires _____, 20_____.
Signature of Notary

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.