

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.