

ALABAMA PRIVATE INVESTIGATION BOARD (APIB)

60 Commerce Street Suite 1440

Montgomery, Alabama 36104



Phone: 334-801-9575

FAX: 334-801-9579

Web Site: www.apib.alabama.gov

E-mail: theaustingroupAPIB@gmail.com



Application Instructions and Checklists Apprentice Sponsor

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; 60 Commerce Street Suite 1440; Montgomery, AL 36104.**

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.

"§34-25B-12.1

- (a) An individual may obtain a license as a private investigator apprentice and work under the supervision of a private investigator.
- (d) (1) A private investigator apprentice shall be trained under the supervision of a sponsored private investigator who has at least TWO YEARS' experience as a licensed private investigator in this state and who is certified by the board as a sponsor. The Board may charge a one-time certification fee per sponsor, not exceeding fifty dollars (\$50), and may, by rule, establish standards for certification, reporting of apprentices sponsored, and documentation required for sponsorship.
- (2) Supervision of a private investigator apprentice may be in person, by telephone, or by other form of electronic communication and oversight. A sponsor may not act as a sponsor for more than five private investigator apprentices at one time. A sponsor shall maintain records of training activities as required by the board, by rule, and shall make those records available to the board upon request. Failure of a sponsor to maintain adequate records may result in the revocation of his or her sponsor certification.
- (h) A private investigator apprentice licensee may only perform work under the supervision of a certified sponsor and may not advertise or perform any private investigation services for the general public outside any private investigator.
- (i) If a private investigator apprentice is instructed by a sponsor to perform any action that violated this chapter, both the private investigator apprentice and the sponsor may be held responsible by the board. The private investigator apprentice licensee shall be responsible for identifying any conflict of interest or assigned case work and notifying the sponsor of any conflict.

Rule – 741-X-4-01-.02

Any licensed private investigator, with two years of experience, can sponsor, train and supervise a private investigation apprentice.

1. Any sponsor must be certified by the Board and pay a fee of \$50 to the Board this fee will cover up to five apprentices.
2. A sponsor will make an application for sponsorship and submit it to the board.
3. Supervision of a private investigator apprentice may be in person by telephone, or by other forms of electronic communication and oversight.
4. A sponsor by rule may not act as a sponsor to more than five private investigator apprentices at one time.*
5. A sponsor shall maintain records of training a complete documentation of hours that will be submitted to the board. These may include an apprentice logbook, documented educational hours in the classroom, ethics, and onsite and fieldwork hours.
6. The apprentice and sponsor are responsible for completing and turning in to the board including, but not limited to the date of activity, date of classroom, and hours. Additionally, the forms will include the type of service the apprentice is provided including classroom training, office training, field investigation, and any other information required by the board.
7. Failure of the sponsor to maintain adequate records may result in disciplinary actions or revocation of his or Her sponsor certification.

**A notice of intent to sponsor must be filed with the board for each apprentice to be sponsored and a notice of termination of sponsorship shall be submitted by the sponsor when the apprentice's sponsorship ends whether the apprenticeship hours are completed or not.*

Author: Alabama Private Investigation Board

Statutory Authority: Code of Ala. 1975 – 34-25B1 Through 34-25B-29

History: Files November 17 2023, effective January 4 2024.

**Application Checklist
for
Apprentice Sponsor**

- Complete Section 1 – Fees
- Complete Section 2 – General Information Alabama License Holder
- Complete Section 3 – Affidavit of Application

SECTION 1 – FEES

Inactive License Fee

- **Enclose a check or money order for \$50 made payable to APIB.**

Mail completed information to:

**APIB
60 Commerce Street Suite 1440
Montgomery, AL 36104**



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SECTION 2 – General Information CURRENT ALABAMA LICENSE HOLDER SPONSOR

Licensee Name: _____

Licensee Address: _____ City _____ State _____ Zip _____

Alabama Lic. Number: _____ Years Licensed: _____

Home Mailing Address: _____ City _____ State _____ Zip _____

Physical Address: _____ City _____ State _____ Zip _____

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

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

Web Site: _____

SECTION 3 – 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, 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

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: _____