

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

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Application Instructions and Checklists ALABAMA AGENCY RENEWAL

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.**

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)
- Agency Licensing

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 Checklist for ALABAMA IN STATE AGENCY

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

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

SECTION 1 – FEES

Less than TWO licensed Private Investigators

- For a private investigation agency domiciled within this state, that employs or contracts with: not more than TWO licenses private investigators. A private investigation Agency is a corporation, firm, partnership, or other business entity that, for compensation, practices private investigation in this state and employs licensed private investigators. The term includes a business entity that practices investigation through licensed private investigators who are solely independent contractors rather than employees.
- Enclose a check or money order for \$50 made payable to APIB. This is the License Fee (This is a two-year license for not more than TWO licenses).

SECTION 1 – FEES

MORE than TWO licensed Private Investigators

- For a private investigation agency domiciled within this state, that employs or contracts with THREE or more licenses private investigators. A private investigation Agency is a corporation, firm, partnership, or other business entity that, for compensation, practices private investigation in this state and employs licensed private investigators. The term includes a business entity that practices investigation through licensed private investigators who are solely independent contractors rather than employees.
- Enclose a check or money order for \$200 made payable to APIB. This is the License Fee (This is a two-year license for MORE than TWO licenses).

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

Company Name: _____

Company Mailing Address: _____ City _____ State _____ Zip _____

Name of Designee for Partnership: _____ Alabama Lic. Number: _____

Home Mailing Address: _____ City _____ State _____ Zip _____

Physical Address: _____ City _____ State _____ Zip _____

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

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

Web Site: _____

Social Security Number: _____ - _____ - _____ D.O.B. ____/____/____ (mm/dd/yyyy)

Male Female Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Race: _____ Are you a military spouse? Yes No

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
			<input type="radio"/> Active <input type="radio"/> Inactive
			<input type="radio"/> Active <input type="radio"/> Inactive
			<input type="radio"/> Active <input type="radio"/> Inactive

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, 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