



ALABAMA PRIVATE INVESTIGATION BOARD (APIB)

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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. **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 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 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 application fee 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).