

## **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](http://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?**

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 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 (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 with your money order made to ALEA for \$37.00 to the APIB office. ALEA requires that fingerprints 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 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](mailto:apib@leadership-alliance.org).

**Why do I have to pay \$37.00 when the ALEA Form has \$25.00?**

The APIB law requires both a State and Federal Check. The \$37.00 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 includes your money order made payable to ALEA for \$37.00 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 334-215-0693 or [apib@leadership-alliance.org](mailto:apib@leadership-alliance.org).



## Applicant Instructions

### For completing the ALEA Applications to Review or to Challenge Alabama Criminal History Record Information

In order for your request to review, challenge or appeal your Alabama criminal history record information to be processed by the Alabama Law Enforcement Agency (ALEA), you must complete the *ALEA Application to Review or to Challenge AL Criminal History Record Information* in accordance with the following instructions:

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
  - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
  - b. A valid unexpired United States Active Duty, Retiree or Reservist military ID card (DD Form 2 or 2A);
  - c. A valid unexpired United States Military Dependent ID card (for spouse or children of Active Duty Military personnel);
  - d. A valid unexpired United States Citizenship and Immigration Service Documentation, which may include either:
    - i. Certificate of Naturalization N-550, N-570, N-578; or
    - ii. Certificate of Citizenship N-560, N-561, N-645
  - e. A valid unexpired United States Passport; or
  - f. A valid unexpired Foreign Passport which meets the following requirements:
    - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
    - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "ALEA Records and Identification Division" (sorry – personal and/or business checks are not accepted).; and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
  - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card) collected by an approved law enforcement agency with a valid FBI ORI. This permits positive identification and insures that the proper criminal record is reviewed.
  - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
  - a. The charge and DATE of each specific arrest or disposition being challenged;
  - b. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
  - c. A listing of each specific arrest or disposition being challenged;
  - d. The details related to why each specific arrest is incorrect or incomplete;
  - e. What the applicant believes to be the correct information for each arrest or disposition being challenged;
  - f. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
  - g. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
5. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency – Records & Identification Division  
P.O. Box 1511  
Montgomery, Alabama 36102-1511

Please allow a minimum of 5-10 business days from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling (334) 353-4340.



## Application to Challenge Alabama Criminal History Record Information

### Request to Challenge CHRI maintained by ALEA

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Records and Identification Division that he or she believes to be **incomplete** or **inaccurate**. This may be requested by completing the *ALEA Application to Challenge AL Criminal History Record Information* and returning it along with the required documentation to ALEA within one calendar year of the date of the ALEA response to the individual's request to review CHRI.

**Please ATTACH IN WRITING to this completed application the following information regarding EACH arrest and/or disposition you wish to challenge:**

1. **The charge and DATE of each** specific arrest or disposition being challenged;
2. **The Name of the ARRESTING AGENCY OR COURT for each** arrest or disposition being challenged;
3. **A listing of each specific arrest or disposition** being challenged;
4. **The details related to why each specific arrest** is incorrect or incomplete;
5. **What the applicant believes to be the correct information for each arrest or disposition** being challenged;
6. **Where the applicant obtained what he/she believes to be the correct supporting information** (if applicable); and
7. **Official documentation from the arresting agency or court (if applicable) to support each** arrest or disposition being challenged.

**Please mail your completed application, along with the required documentation to:**

**Records & Identification Division  
P.O. Box 1511  
Montgomery, Alabama 36102-1511**

The *ALEA Application to Review or Challenge AL Criminal History Record Information* will be reviewed by an ALEA official, along with the documentation provided. The applicant will be notified as promptly as possible of the results of the challenge and you may appeal a decision that is unsatisfactory to you according to the procedures established by the ALEA Commission.