

## **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.)”

### **Can I purchase my own ink and fingerprint myself?**

No. 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 ABI for running State and Federal checks. Live Scans cannot be accepted at this time.

### **Where are the fingerprinting locations in my area?**

The Alabama Private Investigation Board will accept fingerprint cards from any law enforcement agency in Alabama. A detailed list of all law enforcement agencies can be found at [www.myfbireport.com/locations/lawEnforcement/AL.php](http://www.myfbireport.com/locations/lawEnforcement/AL.php)  
Some of these locations are listed below:

#### Montgomery:

ABI Identification Unit:  
834 Adams Avenue  
Montgomery, AL 36104  
334-353-4340

#### Huntsville:

Huntsville Police Department  
815 Wheeler Avenue  
Huntsville, AL 35801  
256-427-7001

#### Birmingham:

BNSF Railway Police  
1801 4<sup>th</sup> Street West  
Birmingham, AL 35204  
205-320-3626

#### Mobile:

Mobile Police Department  
2460 Government Boulevard  
Mobile, AL 36606  
254-208-7211

#### Dothan:

Dothan Police Department  
210 N. Saint Andrews Street  
Dothan, AL 35062  
334-615-3000

#### Florence:

University of North Alabama Police Dept.  
One Harrison Plaza  
Florence, AL 35632  
256-765-4357

### **What am I required to bring to the fingerprint site?**

Bring your completed ABI Form 46 with the Alabama Private Investigation Board's ORI# and Instructions (these forms are provided in the application) 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

### **Do I have to schedule an appointment to be fingerprinted?**

In most cases, no appointments are required. Simply walk-in during established fingerprint hours. In all cases applicants should check the fingerprinting location for the fingerprint times of all sites as hours may change.

Fingerprint location sites work on a first come, first serve basis. Be advised that during the initial few weeks of the program, fingerprint traffic may be heavy. Plan your visit to fingerprint locations accordingly. Do not send large groups of employees at one time. Plan to send employees to print locations over weeks, not hours. Contact the fingerprint site nearest you if you require a large group of employees to be printed. Ask the fingerprint site how they want to handle the processing of prints.

**How do I know my personal data is secure?**

Your personal data traveling from the fingerprint equipment is comprehensively secured and regulated by both State and Federal regulations governing the use of that data.

**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. You will not have to pay for the processing of fingerprints because the Board will send the fingerprint cards that are received to the ABI to process both State and Federal criminal history. Make sure the law enforcement agency understands that you are only requesting a card to mail to the Board 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 sets of fingerprint cards (required by statute and provided in instructions for ABI Form 46 taken to the fingerprinting locations). You will then mail all three cards and the completed ABI Form 46 to the Board office. Fingerprint cards received with no personal identification information will not be processed by the ABI.

**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).

**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).