Alabama Statewide Search Instructions

Summary – The state of Alabama requires a specific signed authorization form in order to process the statewide criminal search. The attached form can be accessed using the link below.

https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf

Authorization Form

The authorization form should be signed in the presence of either two witnesses OR notarized by a current notary. An example of this form is on the next page. The original form needs to be mailed to the below address. It is recommended to use a mailing method that provides a tracking number. A fingerprint card needs to be provided as well. Instructions for obtaining the fingerprint card are on the last page of this document.

First Advantage

Attn: CRRG

11800 Exit 5 Parkway

Suite 120

Fishers, IN 46037

Important Notes:

- No money should be provided to First Advantage
- The notary must be current – expired notary stamps will be rejected
- Use a mailing method that provides a tracking number
- No alterations to the document such as white out should be used

Instructions for completing the criminal history information release form

Use the authorization form to request all criminal background checks on individuals. For fingerprint based record checks and FBI checks, contact the ABI Record Checks Section at (334) 353-4340. Detach these instructions before submitting the request to the ABI.

Personal Information Section

Enter first name, middle name, last name, suffix (if applicable), any other names used (meaning maiden name, surname, or any alias names), select sex/gender, current address, city, state and zip code for the individual whom the criminal history check is to be conducted and social security number.

Enter date of birth (MM/DD/YYYY), driver's license number, issuing state, select race, and phone number for the individual whom the criminal history check is to be conducted.

Work Information Section

Enter employer name, employer phone number, contractor name, contractor phone, or state agency, agency phone, work email address, job role/classification, supervisor name.

Under "included with my release are the following items", select the first check box "completed application signed by applicant and two witnesses OR notarized"

Affidavit For Release Information

On the top line enter "First Advantage Attn: CRRG, 11800 Exit 5 Parkway, Suite 120, Fishers, IN 46037" to ensure the results are sent to the correct location.

Applicant Signature must be signed and dated in front of two witnesses or a notary.

ALABAMA LAW ENFORCEMENT AGENCY

APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION

PERSONAL INFORMATION

Full Name *(First, Middle, Last, Suffix)*:_____ **Sex/Gender:** ☐ Male ☐ Female

Aliases/Nickname:_____

Applicant Current Address: _____

City:_____ **State:**_____ **Zip Code:**_____ **SSN:** _____

Date of Birth:_____ *(MM/DD/YYYY)* **Driver's License Number**:_____ **Issuing State**:_____

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other *(please specify)* _____

Home Phone: (_____)_____ **Mobile Phone:** (_____)_____ **Work Phone:** (_____)_____

WORK INFORMATION

Employer Name:_____ **Employer Phone:** (_____)_____

Contractor Name:_____ **Contractor Phone:** (_____)_____

State Agency:_____ **Agency Phone:** (_____)_____

Work Email Address: _____

Job Role/Classification:_____ **Supervisor Name:** _____

Included with my Release are the following items:

- ☐ Completed Application signed by applicant and **two witnesses *OR* notarized**.
- ☐ The required copy of my valid photo identification.
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
- ☐ ***If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.***
- ☐ ***PERSONAL REQUESTS ONLY:*** **The required $25.00 administrative fee *(must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit)*.**

AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

_____

Name & Address of Requesting Agency or Authorized Agent*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than $5,000 nor more than $10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature_____ **Date** _____

Name of Witness_____ **Name of Witness** _____

Address of Witness_____ **Address of Witness** _____

City, State and Zip_____ **City, State and Zip**_____

Sworn to and subscribed before me this____**day of**_____**, 20**___**.**

Notary Signature_____ **My Commission Expires**_____**, 20**___**.**

FOR ALEA OFFICIAL USE ONLY: **TCN:**_____ **SID: AL**_____

Received By (Initials):_____/Date:___/___/____ Processed By (initials):_____/Date:___/__/____

Walk-in/Hand Delivered ☐ Mailed ☐ Status:_____Initials:_____Date: ___/_/__

Billed:_____Paid:_____No Charge: _____

Check#:_____

Background Check Qty: Total: $_____

Certified Letter Qty: Total: $_____

ALABAMA LAW ENFORCEMENT AGENCY

APPLICATION TO CHALLENGE

Alabama Criminal History Record Information

Appendix A

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I,_____, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on____/___/___.

- **I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request.** I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:		
DATE	**AGENCY**	**ARREST CHARGE/DISPOSITION CHALLENGED**
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

A. The details related to why each specific arrest or disposition listed above is inaccurate:

B. The information believed to be correct information for each arrest or disposition being challenged:

C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

Signature:_____**Date:** _____

Applicant Instructions

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

Appendix B

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 (SBI Form 46) or to Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A)* 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 Citizenship and Immigration Service Document, which may include either:
        i. Certificate of Naturalization N-550
        ii. Replacement Certificate of Naturalization N-570
        iii. Special Certificate of Naturalization N-578
        iv. Certificate of Citizenship N-560
        v. Replacement Certificate of Citizenship N-561
        vi. Certificate of Citizenship (Posthumous) N-645, N-645A
    c. A valid unexpired United States Passport; or
    d. 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 "Criminal Records & Identification Unit" *(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). This ensures positive identification and insures that the proper criminal record is reviewed.
    b. Details for the fingerprinting agency may be found in APPENDIX C.

4. **Your completed request and all of the required documentation should be mailed to:**
    Alabama Law Enforcement Agency
    Criminal Records and Identification Unit
    ATTN: Background Checks
    P.O. Box 1511
    Montgomery, Alabama 36102-1511

5. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
    a. A copy of the Alabama Criminal History Record being challenged;
    b. The charge and DATE of each specific arrest or disposition being challenged;
    c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
    d. A listing of each specific arrest or disposition being challenged;
    e. The details related to why each specific arrest is inaccurate;
    f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
    g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
    h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

6. **Your completed request and all of the required documentation should be mailed to:**
    Alabama Law Enforcement Agency
    Criminal Records and Identification Unit
    ATTN: Record Challenge
    P.O. Box 1511
    Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks 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 334-676-7897 or 1-866-740-4762.

Instructions for Law Enforcement Official

Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card

FD-258 (Rev 12-10-07)

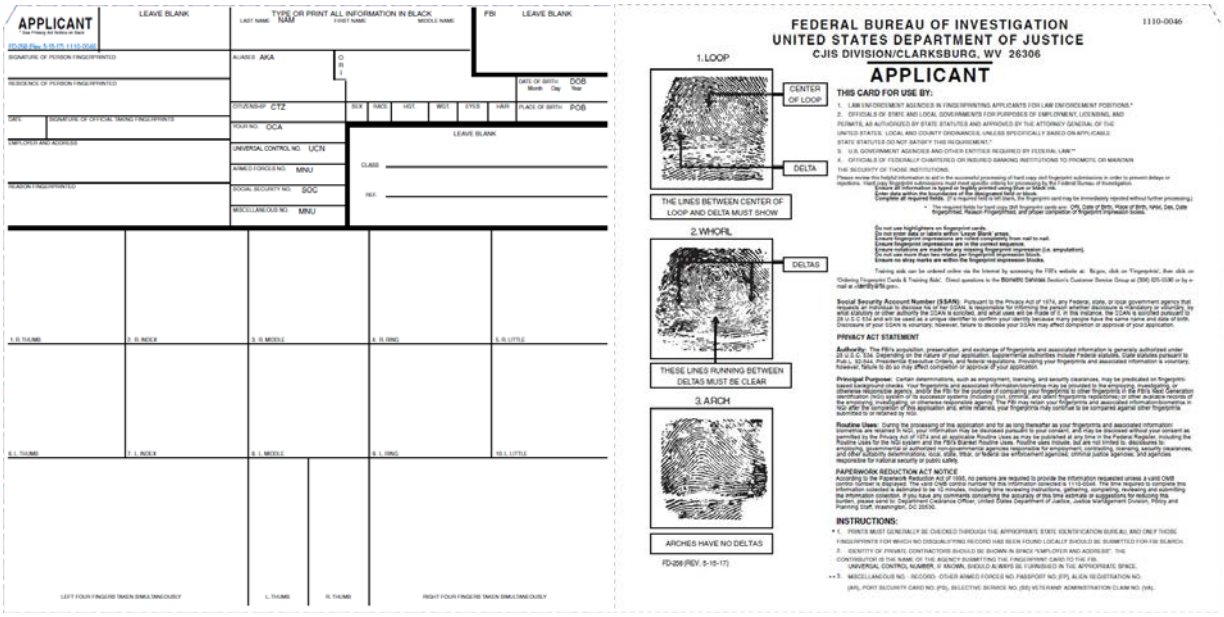
Appendix C

In accordance with Alabama law and the procedures established in Section 265-X-2 of the *Alabama Administrative Code*, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.

1. **The individual you are fingerprinting should provide proper identification to your agency upon request.**

2. **The individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card).** Please ensure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.



3. **Please return the completed fingerprint card to the applicant,** as it is the APPLICANT's responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.

4. **If you have any questions,** please call ALEA at 334-676-7897 or 1-866-740-4762. **To request blank FBI APPLICANT cards**, your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at identity@ic.fbi.gov.