



Application to Review Alabama Criminal History Record Information

Applicant Information

Full Name (First, Middle, Last, Suffix): _____

Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____

Alias or Nickname(s): _____ Sex/Gender: Male Female

Social Security Number: _____ Date of Birth: _____ (month/date/year)

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

Current Driver's License Number: _____ Issuing State: _____

Current e-mail address: _____

Home Phone #: (_____) _____ Cell Phone #: (_____) _____

Work Phone #: (_____) _____ Extension: _____

Included with my Application are the following items:

- Completed Application signed by applicant and two witnesses or notarized.
 The required copy of my valid photo identification (see "Appendix B" for applicant instructions, required documents and accepted forms of identification).
 The required \$25.00 administrative fee (must be in the form of a money order or Cashiers checks made payable to the ALEA Records and Identification Division).
 A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required (please see "Appendix C" for instructions).

I, the above referenced individual, hereby request to Review my Alabama criminal history record information (CHRI) maintained by the Alabama Law Enforcement Agency. 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).

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__.



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:

**ALEA 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.

Questions? Contact the Alabama Law Enforcement Agency's Records & Identification Division by calling **334-353-4340**. ALEA's normal business hours are Monday through Friday, from 8:00 a.m. until 5:00 p.m. Central Standard Time (CST).



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.



Instructions for Law Enforcement Official Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)

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).

1. 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 permits 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 insure 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.

The image shows a sample of the FBI 'Applicant' Fingerprint Card (FD-258). The card is divided into two main sections. The left section is a form for the applicant's personal information, including fields for name, date of birth, sex, race, height, weight, eye color, hair color, and place of birth. It also includes a section for the fingerprinting agency, with fields for agency name, ORI, and the name and telephone number of the fingerprinting official. The right section is titled 'FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE' and contains instructions for the fingerprinting official. It includes a 'THIS CARD FOR USE BY:' section with three numbered instructions: 1. USE EMPLOYMENT AGENCY OR FINGERPRINTING AGENCY FOR USE EMPLOYMENT AGENCY; 2. USE EMPLOYMENT AGENCY OR FINGERPRINTING AGENCY FOR USE EMPLOYMENT AGENCY; 3. USE EMPLOYMENT AGENCY OR FINGERPRINTING AGENCY FOR USE EMPLOYMENT AGENCY. Below these instructions are three diagrams showing the correct placement of the fingerprints on the card, labeled '1. LOOP', '2. WHORL', and '3. ARCH'. Each diagram includes a 'DELTA' label and a 'CENTER OF LOOP' label. The bottom of the card has a section for 'REMARKS' and a 'FINGERPRINTING OFFICIAL' section with fields for name and telephone number.

3. Please return the completed fingerprint card to the applicant, as it is the APPLICANT's responsibility to mail the completed CHRI request form, along with his/her own fingerprint card and the other required documents to:

*Alabama Law Enforcement Agency
Records and Identification Division
P.O. Box 1511
Montgomery, Alabama 36102-1511*
4. If you have any questions, please call ALEA at (334) 353-4340. To request blank FBI APPLICANT cards, your law enforcement agency may contact the FBI's Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at liaison@leo.gov