

Appendix A – Chapter 265-X-2



ALABAMA LAW ENFORCEMENT AGENCY

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\_\_.



## 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.