

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: TN Department of Human Services **Agency Phone:** (615) 253 - 4170

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:

TN Department of Human Services - OIG Background Unit, Attn: Basem Girgis, James K. Polk Bldg. 15th Floor, 505 Deaderick St. Nashville, TN 37243

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 _____		Billed: _____ Paid: _____ No Charge: _____
Received By (Initials): _____/Date: ____/____/____	Processed By (initials): _____/Date: ____/____/____	Check#: _____
Walk-in/Hand Delivered <input type="checkbox"/> Mailed <input type="checkbox"/>	Status: _____ Initials: _____ Date: ____/____/____	Background Check Qty: Total: \$ _____
		Certified Letter Qty: Total: \$ _____