

ALABAMA STATE HOUSE
PRECLEARANCE ACCESS REGISTRATION & AFFIDAVIT

Applicant Information

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

Current Address: _____

City/State/Zip Code: _____

Check one of the following: State Agency Director/Head or Designee Registered Lobbyist

Agency/Employer Name: _____

Phone Number: _____ Email: _____

Job Title/Role: _____

Required Documentation

Copies of the following documentation must be included with this Registration and Affidavit:

State Agency Director/Head:

Applicant's valid, state-issued or federal-issued photo identification

Agency Director Designee:

Applicant's valid, state-issued or federal-issued photo identification

Appointment Letter from Agency Director/Head as Agency Designee

Registered Lobbyist:

Applicant's valid, state-issued or federal-issued photo identification

Notarized, criminal history background check authorizing the Alabama Law Enforcement Agency to release the information to the Alabama Legislature's Legislative Council and Legislative Services Agency

Applicant's Lobbyist Registration Statement filed with the Alabama Ethics Commission, along with the most recent Quarterly Statement of Lobbying Activities

PreClearance Access Description, Rules, and Policies

- Persons approved for State House PreClearance Access are generally permitted to bypass security screenings upon entry into the building from the Washington Avenue entrance. PreClearance Access includes standard or small-sized briefcases, purses, bags or other items in the possession of the individual authorized with PreClearance Access. However, individuals with PreClearance Access may be required at any time to submit to a security screening of their person or their belongings/property prior to entry or while in the building or on the premises.
- The Washington Avenue entrance is located on the south side of the building facing Washington Avenue and is the entryway closest to the corner of Washington Avenue and Union Street.
- State House PreClearance Access applies **only** to the Washington Avenue entrance.

- To utilize PreClearance Access, approved persons must present their Legislature-issued PreClearance Photo Identification Card to authorized legislative security personnel upon entry into the building.
- PreClearance Access applies only to those individuals approved for such access. Guests accompanying individuals with PreClearance Access must abide by standard State House entrance and security-screening procedures and policies.
- PreClearance Access does not grant or otherwise authorize entrance into the building during any such times when the building is closed, or the entrance doorway is not opened for public access, or otherwise at any other time.
- Oversized bags, boxes, purses, briefcases, or other containers are generally required to go through standard security screening, such as x-ray machine screening, before being permitted into the building.
- Individuals with PreClearance Access who are not physically disabled or handicapped should yield to any such individuals seeking access to the Washington Avenue entrance at the same time.
- PreClearance Access is not the property or right of any applicant or recipient and creates no entitlement to any of its benefits thereto. PreClearance Access in its entirety or regarding any individual may be modified or revoked at any time or from time to time in the sole determination and/or discretion of authorized legislative personnel.
- **In addition to all rules and policies applicable to PreClearance Access, persons authorized with PreClearance Access agree that they will at all times abide by all rules and policies applicable to State House visitors, specifically including the prohibition of the possession of any firearms or other weapons while on the State House premises. A copy of the State House Visitor Rules & Policies is attached hereto as "Exhibit A."**
- PreClearance Access will not be granted to any person who has not completed the PreClearance Registration Process.
- PreClearance Access is only available to state agency heads, agency designees, and lobbyists who have completed their registration with the Alabama Ethics Commission.
- PreClearance Access will not be granted to any person who has not completed all ethics training applicable to that individual.
- PreClearance Access for governmental affairs agency designees is limited to one designee per agency in addition to the agency director/head.
- **Requests for State House PreClearance Access will be approved or denied in the sole discretion of authorized legislative personnel.**

Applicant Certification

I, the undersigned Applicant, do hereby agree, affirm, and otherwise certify that I have attached/included all applicable and required documentation, that such documentation is true and accurate to the best of my knowledge, and that I have read, understand, and agree to the rules, policies, terms, conditions, and provisions of Alabama State House PreClearance Access.

Applicant Signature

Date

Applicant Name (print)

LEGISLATIVE APPROVAL:

Signature: _____ Date: _____

Name (print): _____

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 _____		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: \$ _____

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.