



**Alabama Security Regulatory Board**  
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**MEMORANDUM**

TO: Security Companies

FROM: Keith E. Warren  
*Executive Director*

DATE: May 8, 2020

As we get close to ending the state of emergency that we are all operating under, we are at the end of the emergency rule that the Board promulgated regarding holding and not submitting applications due to the lack of background checks through ALEA Administrative Offices and the inability to issue licenses. Thank you for submitting the lists of individuals you have hired during this state of emergency.

Physical access to the Board's office has been restricted during the state of emergency and it continues until May 22, 2020, pending an update from Governor Ivey. During this time, the Board's staff has continued to process applications on file and all incomplete applications have been rejected and returned. As state offices slowly beginning to reopen, we can start receiving **completed** applications to process and prepare for background checks when ALEA resumes operation of that service. Effective immediately, we will resume accepting applications and all late fees beginning March 13, 2020 will be waived until further notice.

As we move forward, I would like to ask that you ensure the applications are complete with all required information and training records. Please make all efforts to ensure that the sets of fingerprint cards submitted are of the best quality possible to reduce the amount of returned applications for this reason. The reasons for the delay in issuing licenses are illegible fingerprint cards and incomplete applications. I cannot stress enough to only submit **completed** applications – any incomplete applications that are included in a batch will jeopardize the processing of the entire batch.

Please do not hesitate to contact me by email at [keith@alstateboard.com](mailto:keith@alstateboard.com) should you have any questions or need any assistance. You may also contact Denise ([denise@alstateboard.com](mailto:denise@alstateboard.com)) or Leanne ([leanne@alstateboard.com](mailto:leanne@alstateboard.com)) for assistance as well as you begin submitting your applications. Thank you for your assistance!