



ALABAMA SECURITY REGULATORY BOARD

PERSONAL GUARD LICENSE, CERTIFIED TRAINER and QUALIFYING AGENT CERTIFICATION RENEWAL

2777 Zelda Road

Montgomery, AL 36106

(334) 420-7234 Fax (334) 263-6115

Renewing a Security Guard license requires: Two (2) Fingerprint Cards, One (1) \$50.00 non-refundable license fee in the form of a Company check, cashier's check or money order made payable to ASRB. One (1) \$39.75 non-refundable background check fee, cashier's check or money order made payable to ALEA Records and Identification Division. Certified Trainers does not require a background check, do not submit fee or fingerprint cards. Certified Trainer 1 license fee \$100.00 Certified Trainer 2 license fee \$200.00

All applicable questions must be answered. Indicate not applicable questions by entering "N/A "(not applicable) in the proper field. Certification of Training is not required for Certified Trainer 1 or 2. Attach any new Certifications acquired during the last two years not submitted with original application.

This Application is for: License or Certified Trainer Renewal (License #: \_\_\_\_\_)

License/Certifications Renewing: (Check One)  Security Officer  Armed Security Officer (current pistol permit & course of fire required)  Qualifying Agent Certification  Certified Trainer 1  Certified Trainer 2

PERSONAL INFORMATION

Full Name (First, Middle, Last)

Social Security Number

Date of Birth (MM/DD/YYYY)

Home Phone

Cell Phone

E-Mail

Contract Security Company Currently Working For:

RESIDENCE

Current Residence (Street Address, City, ST, ZIP)

CRIMINAL HISTORY

Have You been arrested or charged with any UCMJ violations, misdemeanor or felony in the last Two years?

No  Yes

(If 'Yes,' provide details below even if found 'Not Guilty' or if the charge was settled by payment of a fine or by pre-trial diversion. Attach Court documents /Case Action Summery to support final disposition)

Date	Jurisdiction	Charge	Final Disposition	Details (Use additional sheet if needed)



ALABAMA SECURITY REGULATORY BOARD

CERTIFICATION OF TRAINING

2777 Zelda Road

Montgomery, AL 36104

NOTICE: Incomplete forms and forms that are not legible will be returned without consideration.

License/Certifications Renewing: **(Check One)**  Security Officer  Armed Security Officer  Qualifying Agent Certification

**\*\*\*\*No Certification of Training Required for Certified Trainers Certification Renewal\*\*\*\***

Full Name (LAST, First, Middle)

**CERTIFICATION OF TRAINING**

**Refresher Training:** (required for renewal of a SECURITY OFFICER or ARMED SECURITY OFFICER license)

- I certify that I have received a minimum of 8 hours of Refresher Training from a Certified Trainer.
  - Summarize the training received in Section 3 of this form and provide proof of training received.

**Armed Security Officer Training:** (additional training required to receive or renew an ARMED SECURITY OFFICER license)

- I certify that I have received a minimum of 4 hours of initial Armed Security Officer training from a Certified Trainer. (Needed ONLY for initial licensure)
- I certify that I have received a minimum of 2 hours of annual refresher Armed Security Officer training from a Certified Trainer. (needed for License renewal ONLY)
  - Summarize the training received in Section 3 of this form and provide proof of training received.

**Exemption:** I certify that I am exempt from the Training requirement.

- I am a sworn peace officer.
  - Provide proof of status-Background check still required.

**DESCRIPTION OF EXPERIENCE/TRAINING**

Summarize courses completed or attach supporting documentation and/or certificates of training to this form and submit with your Application to the Board.

**ASRB Licensed Certified Trainer- Name and License Number:**

\_\_\_\_\_

RECEIVED:

REVIEWED:

**1. AFFIRMATION OF UNDERSTANDINGS**

By signing this form, I affirm that I understand the following;

1. **Licensure with the Alabama Security Regulatory Board (the Board) is a privilege, not a right, and my license may be revoked for violation of any law, rule, or regulation deemed relevant by the Board.**
2. Making false statements to or providing false information to the Board is grounds for denial/revocation of licensure.
3. After I submit this application, I may work as a Security Officer or Armed Security Officer until the Board notifies me of either an approval or denial of personal licensure which will occur within a reasonable time following receipt of my application.
4. The Board will conduct a State and FBI criminal history background check.
5. If the Board denies my Personal License, I must immediately stop performing any services or activities regulated by the Board upon receipt of notification of license denial.
6. If the Board denies personal licensure, I can appeal the denial decision to the Board following the procedures on the Alabama Administrative Procedures Act.
7. I must comply with all relevant laws, as well as all rules and regulations promulgated by the Board at all times when performing any activity regulated by the Board.

**2. MANDATORY SWORN DECLARATIONS**

By signing below, I certify and declare that;

1. I have never been convicted in any jurisdiction of the United States of any Felony or crime involving Moral Turpitude for which a full pardon has not been granted.
2. I have never been declared, by any court of competent jurisdiction, incompetent by reason of mental defect or disease, and competency has not been restored.
3. I am not suffering from habitual drunkenness or from narcotics addiction or dependence.
4. All information I have provided to the Board is true and accurate.

**By signing this document the applicant affirms under penalty of perjury that the information provided is factually truthful.**

STATE OF ALABAMA, COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE





## 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*).
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*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:**

**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.



## 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.
  
8. **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*
  
9. **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.
  
10. **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.
  
11. **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.

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](mailto:liaison@leo.gov)