



**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Make payment by: Certified Check, Money Order, or Business Check for \$25.00 for each individual.

For fingerprint based record checks and F.B.I. checks, contact the Record Checks Section at (334) 395-4340.

-- Payable to: Alabama Bureau of Investigation  
*Personal Checks are not accepted.*

Detach these instructions before submitting request to ABI.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted.

**Use these codes for race:**

**(A)-Asian**, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

**(B)-Black**, includes Negro, Colored and Afro-American.

**(H)-Hispanic**, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

**(I)-American Indian**, includes Alaskan native and Eskimo.

**(O)-Other**, includes numeric abbreviated phrases (i.e., 1,2,3 etc.), "C", "Unk" and all other phrases not listed.

**(W)-White**, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed. The signature must be notarized or witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will receive the processed criminal history information and be responsible for its security.

**(\*) Required Information**