



BOB RILEY
Governor

State of Alabama

Department of Human Resources

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Nancy T. Buckner
Commissioner

Memorandum

TO: Applicants for DHR Fee Paid Criminal History Background Checks
FROM: DHR Office of Criminal History
SUBJ: Obtaining a Criminal History Background Check
DATE: February 5, 2010

In order to obtain a criminal history background check, you must do the following:

- County DHR Offices with live scan machines:

This includes entities under contract with the state, or working with another entity under contract with DHR, who have unsupervised access to children, the elderly, or individuals with disabilities as one of their essential job functions will complete fee paid live scans at DHR offices. Contractors are required to complete a Fee Paid Application as well as a Contractor Certification Form that must be signed by the agency department head displaying the contractor ID number and contract expiration date. DHR Criminal History staff will verify the applicants are fee paid by comparing the contractor number with the contractor list located on the DHR Intra-Web.

- County DHR offices without live scan machines:

Will provide Contractor Certification Forms and blue DHR finger print cards for contracting agencies. Employees will go to local law enforcement agencies and have two sets of fingerprints completed on the blue DHR fingerprint cards. NOTE: Red cards belonging to law enforcement agencies will not be accepted. Applicants are responsible for mailing completed fingerprint cards and a DHR Fee Paid Criminal History Check Application (DHR CHC-2178 and DHR CHC-2174) to the address below. Contractor applicants will also mail a Contractor Certification Form signed by their agency department head displaying the Contractor ID number and contract expiration date. All documents should be mailed to the State Department of Human Resources at:

**STATE OF ALABAMA
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