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Governor

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Nancy T. Buckner
Commissioner

Memorandum

TO: Applicants for Non-DHR Fee Paid Criminal History Background Checks
FROM: DHR Office of Criminal History
SUBJ: Obtaining a Criminal History Background Check
DATE: July 16, 2010

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

- To register online, go to www.dhr.alabama.gov, which is the official website for the Alabama Department of Human Resources (DHR).
- Once there, you'll see a menu list of headings on the left side. Scroll down the list until you come to "Criminal History".
- Click on that heading and you'll see a paragraph providing you a direct link to the DHR criminal history background check vendor, Security Biometric Clearing Network (SBCN).
- Click on that link and follow the step-by-step instructions to complete the process.
- The cost for obtaining a background check when registering online is \$51.25.

OR

If you wish to register by mail with a paper copy of the application:

- Obtain a paper application and fingerprint cards (blue ink) from your county DHR office, the State Office of Criminal History, or the State Office of Day Care Licensing.
- Go to your local law enforcement agency with a set of blue ink fingerprint cards issued by DHR and present — 1) the cards, 2) a valid photo identification for law enforcement verification, and 3) the application for the law enforcement officer's or technician's signature. You must have all three items.
- Be sure the application is filled-out COMPLETELY and mail it and the fingerprint cards, along with a money order or cashier's check payment of \$52.75, to SBCN at the below address:

SBCN
601 Madison Street
Suite 400, Code AL DHR
Alexandria, VA 22314.

- When the application package and payment are received by SBCN, they will enter your information into their system and begin processing your criminal history background check.

IMPORTANT—You should always use a traceable means to mail the application form, fingerprint cards, and payment (FedEx, UPS, U.S. Postal Service Express, Priority or Certified Mail, etc.).