



Alabama Department of Agriculture & Industries

HEMP PROGRAM

Instructions for Obtaining a Criminal Background Check Out-of-State Applicants

The Alabama Department of Agriculture and Industries (ADAI) requires a State Law Enforcement Agency background check on each Hemp Program applicant who is not an Alabama resident, or on each Hemp Program applicant that has not been a resident of AL in the last five (5) years. An applicant is a person, or the signing authority for a business entity, who submits an application.

Background checks are required annually for all applicants, including the signing authority for a business entity. All partnerships or other entities, are required to obtain and submit a criminal background check. You must contact the state law enforcement agency in your state of residence to request the Criminal Background Check. When completing the application and release forms that your State Law Enforcement Agency requires, list yourself and your address as the person to release the report/information to and indicate this if for the AL Hemp Program. On the fingerprint card indicate that they are for the AL Hemp Program.

Affidavit for Release Information on the Application: Your name and your full address. *Indicate: for AL Hemp Program*

AL DEPARTMENT OF AGRICULTURE & INDUSTRIES REQUIREMENTS [ADAI]:

- DO NOT submit the state law enforcement application, money order or completed report to ADAI.
- The issued background report(s) must be submitted with your online application.
- AL Hemp Program Applications submitted without the required background report will not be processed.
- AL Hemp Program Applications and all required documents must be submitted online before November 26, 2021 at 5:00 p.m. CST.