



# Alabama Department of Agriculture & Industries

## Instructions for Obtaining an Alabama Criminal Background Check

The Alabama Department of Agriculture and Industries (ADAI) requires an Alabama Law Enforcement Agency (ALEA) background check on each Industrial Hemp Program applicant. 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. The request is processed by Alabama Law Enforcement Agency (ALEA) office listed below. You must complete the form through the link listed below. You may submit the request and payment in person or by mail.

834 Adams Avenue  
Montgomery, AL, 36104  
334-353-4340 Monday-Friday 8:00 am–4:00 pm (CST)

**or by mail at:**

AL Law Enforcement Agency  
Criminal Records and Identification Unit  
PO Box 1511  
Montgomery, AL 36102-1511

<https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf>

### **ALEA REQUIREMENTS:**

- Applicants must complete and sign the ALEA criminal history release form
- A fee of \$25.00 money order or bank cashier's check is required
- Set of fingerprints on the blue and white fingerprint cards (obtained at local police or sheriff's office)
- A copy of the applicant's photo ID

**Affidavit for Release Information:** AL Department of Agriculture and Industries  
Industrial Hemp Program  
1445 Federal Drive  
Montgomery Alabama 36107

For any questions on Alabama Industrial Hemp requirements, call 334-240-7230, or 334-240-3713