



## **Alabama Department of Agriculture & Industries – Hemp Program**

### **Instructions for Obtaining a Criminal Background Report**

#### **• 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. An applicant is a person, or the signing authority for a business entity, who applies for license.

A resident is defined as an individual whose current driver's license reflects their state of residency. If you own property in Alabama but your driver's license does not show you living in Alabama, you are considered a non-resident of Alabama.

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. Contact the State Law Enforcement Agency in your state of residence to request the Criminal Background Check from your fingerprints. 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 the report is for the AL Hemp Program. A report run from a name or social security number alone is insufficient. A report obtained at a local city or county police agency is insufficient. Reports obtained Online will not be accepted.

Report must be obtained from applicant's fingerprints via a State Law Enforcement Agency, and not a local police or sheriff's agency.

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 mail/email the state law enforcement application, money order or completed report to ADAI.
- DO NOT upload the state law enforcement application or money order to KRS *in place of the required report.*
- All pages of the issued report(s) must be submitted with your application through KRS.
- AL Hemp Program applications submitted without the required background report will be rejected as incomplete.