



**ALABAMA LAW ENFORCEMENT AGENCY**  
**RECORDS AND IDENTIFICATION DIVISION**

301 SOUTH RIPLEY STREET / P.O. BOX 1511 / MONTGOMERY, AL 36102-1511  
PHONE 334.353.4340 / ALEA.GOV

**ROBERT BENTLEY**  
**GOVERNOR**

**SPENCER COLLIER**  
**SECRETARY**

To Whom It May Concern,

Due to the consolidation of state agencies, the Identification Unit with the Former ABI Division has been merged with the Criminal Records Unit of the Former Alabama Criminal Justice Information Center (ACJIC) to create the ALEA Records and Identification Division. With the consolidation, the procedure for obtaining a Criminal History Record now requires a set of the requester's fingerprints. The instructions and forms can be found on the ALEA website. Please go to: [alea.gov](http://alea.gov) – Citizen Information – I Need To – Order a Background Check. The form is titled "Application to Review or Challenge AL Criminal History Record." Once you have followed the instructions, submit your request to the address below.

ALEA Records and Identification Division  
P.O Box 1511  
Montgomery, Alabama 36102-1511

If you have any questions, please contact me at 334-353-4340.

Sincerely,

Brenda Thomas  
Information Bureau & Identification  
Record Check, Supervisor