

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM**

Use the ABI-46 form to request all criminal background checks on individuals.

Detach these instructions before submitting this form with your application.

**SECTION 1.**

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted, Telephone (including Area Code).

**Use these codes for race:**

**(A) – Asian**, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

**(B) – Black**, includes Negro, Colored and Afro-American.

**(H) – Hispanic**, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

**(I) – American Indian**, includes Alaskan native and Eskimo.

**(O) – Other**, includes numeric abbreviated phrases (i.e., 1, 2, 3 etc.), “C”, “Unk” and all other phrases not listed.

**(W) – White**, includes Caucasian.

**SECTION 1.A.**

Affidavit must be signed by applicant in order for criminal history check to be processed.

The *signature* must be notarized **or** witnessed by two individuals.

**SECTION 2.**

Name, complete mailing address, signature & social security number of the person who will **receive** the processed criminal history information and be responsible for its security.

**(\*) Required Information**

FOR ABI USE ONLY

**CRIMINAL HISTORY INFORMATION RELEASE FORM**  
**ABI-46 (Revised 04-15-03)**

**This Form MUST be completed and included with your application for an Alabama Real Estate License.**

**SECTION 1.**

**Type or print legibly**

**(\*) Required Information**

\_\_\_\_\_  
Last Name\*

\_\_\_\_\_  
First Name\*

\_\_\_\_\_  
Middle Name\*

\_\_\_\_\_  
All other names used\*

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
MM\* DD\* YYYY\*

**[Date of Birth]**

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Race\*

\_\_\_\_\_  
Sex\*

\_\_\_\_\_  
Telephone\*

**SECTION 1.A.**

**AFFIDAVIT FOR RELEASE OF INFORMATION**

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Name of Witness (1)

\_\_\_\_\_  
Name of Witness (2)

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public My Commission Expires \_\_\_\_\_, 20\_\_\_\_

[ FOR AREC USE ONLY ]

**SECTION 2.**

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

\_\_\_\_\_  
Name & Address of Requesting Agency, Applicant or Authorized Agent\*

\_\_\_\_\_  
Signature & Social Security Number of Applicant or Person to receive results\*

\_\_\_\_\_  
Date