

APA-1
07/04

TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION

Control No. 265 Department or Agency Alabama Criminal Justice Information Center

Rule No. 265-x-2-.03

Rule Title: Individual Access, Review and Challenge of Criminal History Record Information

New Amend Repeal Adopt by Reference

Would the absence of the proposed rule significantly Harm or endanger the public health, welfare or safety? Yes

Is there a reasonable relationship between the state's Police power and protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation Available that could adequately protect the public? No

Does the proposed rule have the effect of directly or Indirectly increasing the cost of any goods or services involved, and if so, to what degree? No

Is the increase in cost, if any, more harmful to the public than the harm that might result from the absence of the proposed rule? N/A

Are all facets of the rulemaking process designed solely for The purpose of, and so they have, as their primary effect, the protection of the public? Yes

.....
Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

.....
Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedures Division of the Legislative Reference Service.

Signature of certifying officer [Signature]

Date February 21, 2012



February 21, 2011

APA-2
07/04

ALABAMA CRIMINAL JUSTICE INFORMATION CENTER
NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Criminal Justice Information Center (ACJIC)

RULE NO. & TITLE: 265-x-2-.03 (Individual Access, Review and Challenge of Criminal History Record Information), and Appendices A (Applicant Application), B (Instructions for Completing Request for Review of Criminal Records) and C (Criminal History Record Challenge).

INTENDED ACTION: The Alabama Criminal Justice Information Center proposes to amend 265-x-2.03 and Appendices A, B and C.

SUBSTANCE OF PROPOSED ACTION: The above rule as amended would clarify the procedure for an individual to access, review and challenge their Alabama criminal history record information maintained by the Alabama Criminal Justice Information Center through the state's computerized criminal history repository (CCH) system. The rule would establish a one-year time frame for a person to challenge their criminal history record information (CHRI) review provided by ACJIC, and a one-year retention period for ACJIC to maintain CHRI review request. The rule also provides detailed criteria for the individual to provide in the event of a CHRI record challenge.

The above rule also would include revisions to Appendices A, B and C, which includes amending the Applicant Application (Appendix A) to include a revised, more detailed Application to Review or Challenge AL Criminal History Record Information, requiring the applicant to provide a copy of a valid photo identification with an application, and adding a legal reference to the criminal offense for a false submission under Alabama law; amending Appendix B to include revised detailed instructions for completing the application to review or challenge AL Criminal History Record Information; and the revision of Appendix C from the Criminal History Record Challenge form to Instructions for Law Enforcement Officials taking applicant fingerprints and a sample of the FBI's most recent "Applicant" Fingerprint card.

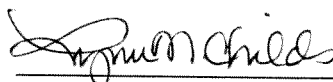
TIME, PLACE, MANNER OF PRESENTING VIEWS: Views may be presented in writing to the contact person listed below through April 6, 2012. Views may also be submitted orally on April 26, 2012 or in writing to the ACJIC Commission at the address below.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: April 6, 2012.

CONTACT PERSON AT AGENCY: Lynn M. Childs, Crime Statistics and Information Division, Alabama Criminal Justice Information Center, P.O. Box 300660, Montgomery, Alabama 36130-0660. Telephone: 334-517-2400. Email: lynn.childs@alacop.gov

02-21-2012

Date



Lynn M. Childs
Secretary of Administrative Procedure
Alabama Criminal Justice Information Center

265-x-2-.03 Individual Access, Review and Challenge of Criminal History Record Information.

An individual about whom the Alabama Criminal Justice Information Center (ACJIC) maintains criminal history record information (CHRI), has the right to review such information and to challenge any portion of the CHRI he or she believes to be inaccurate or incomplete.

(a) Request to Review CHRI.

1. To review CHRI maintained by ACJIC, the subject of the CHRI must complete the "Request to Review Criminal Records" application to review or challenge AL criminal history record information provided by ACJIC (see Appendix A). This ~~form~~ application may be obtained online at www.acjic.alabama.gov, or by writing to the Director of the Alabama Criminal Justice Information Center at its current mailing address in Montgomery, Alabama.

(b) All parts of the ~~form~~ application, including a fully classifiable set of the applicant's fingerprints (see Appendix C), must be completed according to the instructions provided by ACJIC (see Appendix B).

(c) An administrative fee of \$25.00 must be returned to ACJIC with the properly completed ~~form~~ application and the required fingerprints and documentation. Personal or business checks are not acceptable. The \$25.00 fee should be in the form of a cashier's check or money order made payable to the State of Alabama.

2. Review of CHRI. Upon proper identification of the applicant's CHRI maintained by ACJIC, a copy of the said record will be mailed, ~~by certified mail, return receipt requested,~~ to the address on the applicant's request ~~form~~ application.

3. Challenge of CHRI.

(a) Should the applicant believe that the CHRI maintained by the ACJIC is inaccurate or incomplete, he or she may, within one calendar year of the date of the ACJIC response to the applicant's CHRI application, challenge the inaccurate or incomplete CHRI by completing the application to review or challenge AL criminal history record information provided by ACJIC a form entitled "Criminal History Record Challenge" and returning it with the required information and supporting documentation to the ACJIC.

(b) A copy of the form "~~Criminal Record Challenge~~" application will be provided to the applicant with a copy of his or her CHRI.

(c) For each item challenged in the copy of his or her CHRI provided by ACJIC, the applicant must ~~state what he or she believes to be the correct information~~ include, at a minimum, the following details on each item being challenged. If possible, the applicant should include a copy of his or her CHRI provided by ACJIC that is being challenged, and should cite and, when possible, include official documents to support each item challenged ~~the challenge~~.

- i. The charge and DATE of each specific arrest or disposition being challenged;
- ii. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
- iii. A listing of each specific arrest or disposition being challenged;
- iv. The details related to why each specific arrest is being incorrect or incomplete;
- v. What the applicant believes to be the correct information for each arrest or disposition being challenged;
- vi. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
- vii. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

(b) An individual's challenge to his/her CHRI maintained by ACJIC will be maintained by ACJIC for one calendar year of the date the challenge response is mailed to the applicant by ACJIC. After that date, a new application to review or challenge AL criminal history record information provided by ACJIC must be submitted in the manner required.

4. Review of Challenged CHRI.

(a) The ACJIC Director shall designate an agency official to review any challenge to CHRI maintained by ACJIC.

(b) All documentation concerning the challenged CHRI will be forwarded by ACJIC to the agency originally having custody or control of the specific record(s) being challenged;

(c) Should the agency originally having custody or control of the record(s) determine the challenged CHRI to be inaccurate or incomplete, it shall purge, modify or supplement said CHRI as appropriate, and notify ACJIC.

(d) The ACJIC shall inform the individual filing the challenge to CHRI of the action taken by the reviewing agency. Should the challenged CHRI be purged, modified, or supplemented, ~~any agency or individual receiving said CHRI from the ACJIC during the previous 90-day period shall be forwarded a copy of the corrected record~~ ACJIC shall inform the originating agency, ACJIC shall notify the Alabama Bureau of Investigation's Identification Unit and the Federal Bureau of Investigation, as appropriate, of the correction.

5. Administrative Appeal.

(a) Should the agency having original custody or control of the challenged CHRI decline to purge, modify, or supplement the challenged record, or should the individual believe the agency's decision to be otherwise unsatisfactory, the individual ~~he or she~~ may appeal to the ACJIC Commission.

(b) The Administrative Appeal request is perfected by notifying the ACJIC Director, in writing, of the intent to appeal.

(c) The Commission will hear the appeal at its next regular meeting and the appellant may present any evidence or witnesses he or she desires to support the specific challenged items. The agency of record will be permitted to substantiate its decision on the initial challenge. If the Commission rules to correct or otherwise modify the CHRI, the agency of record will be notified. The record maintained by the ACJIC will be corrected and modified in accordance with the Commission's decision. ~~and recipients of the record during the previous 90 days will be notified~~ ACJIC shall notify the appellant, the Alabama Bureau of Investigation's Identification Unit and the Federal Bureau of Investigation, as appropriate, of the correction.

6. Appeal to the Circuit Court.

Should the individual originally challenging his or her own CHRI maintained by the ACJIC believe the Commission's decision to be in error or should he or she otherwise be dissatisfied, he or she may appeal to the appropriate circuit court as specified in *Code of Ala. 1975*, Subsection 41-9-643, 41-9-644, 41-9-645, 41-9-646.

Author: Lynn M. Childs

Statutory Authority: Code of Ala. 1975, Subsections 41-9-643, 41-9-644, 41-9-645, 41-9-646.

History: Filed June 24, 1987. **Amended:** Filed July 25, 2006; effective August 29, 2006. **Amended:** Filed July 29, 2008; effective September 2, 2008.

Amended: Filed February 21, 2012; effective April 26, 2012.

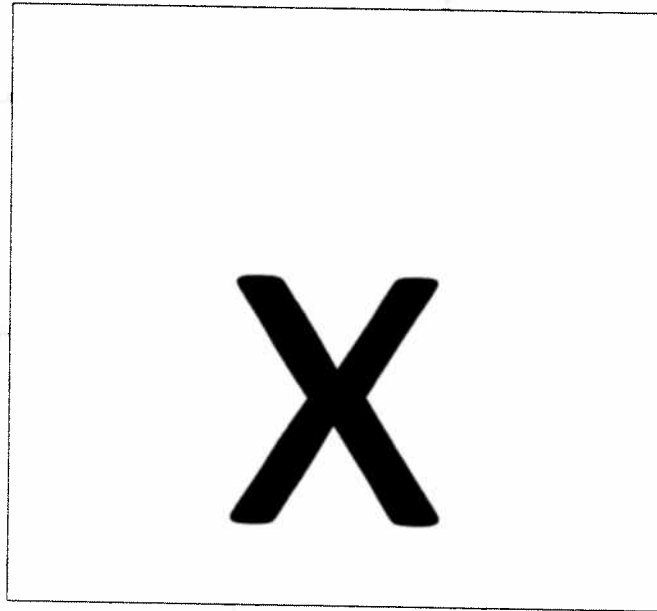
CRIMINAL JUSTICE INFORMATION CENTER

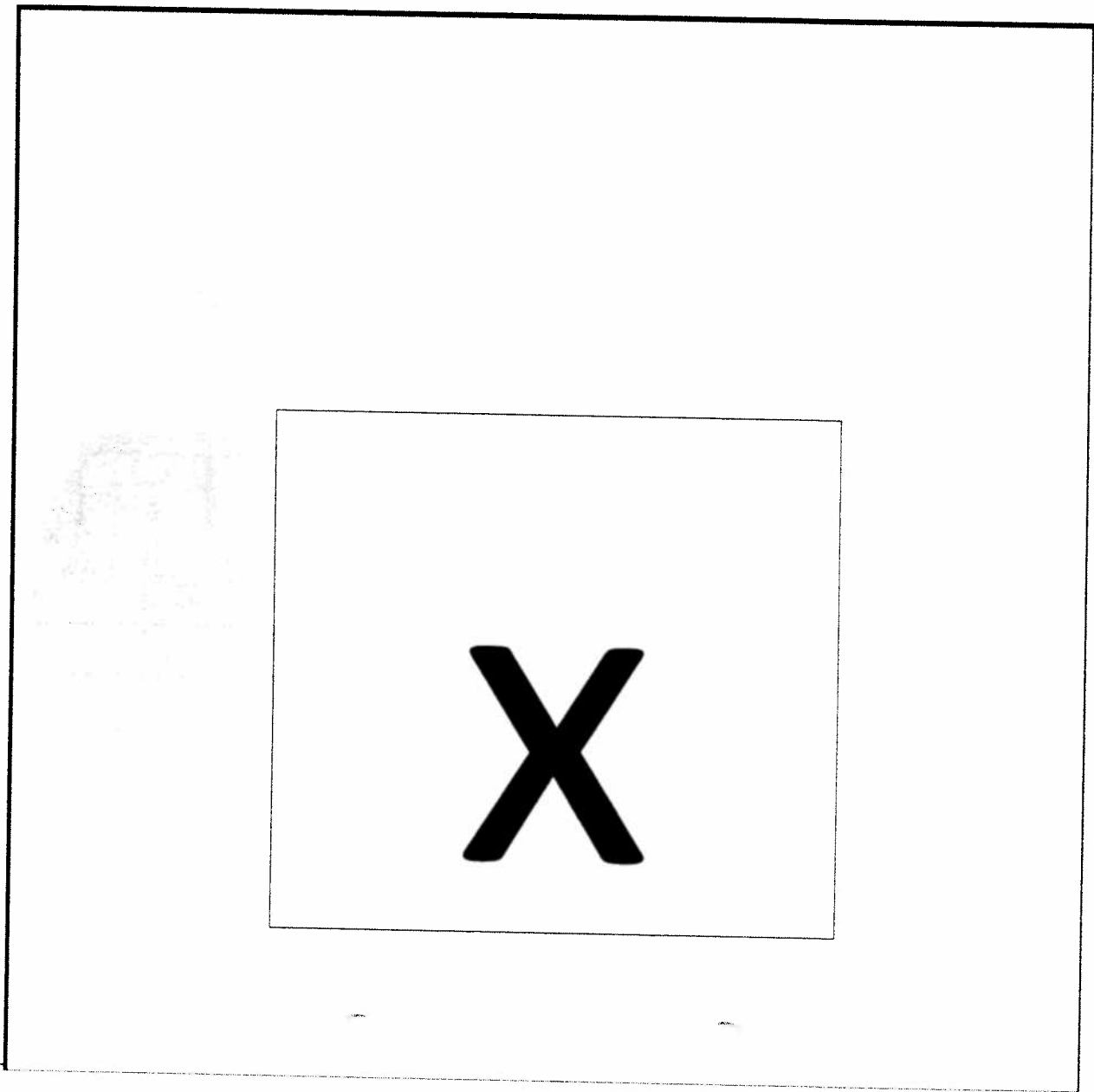
CHAPTER 265-X-2

APPENDICES

- Appendix A Applicant Application- Application to Review or Challenge AL Criminal History Record Information
- Appendix B Instructions for Completing Request for Review of Criminal Records- Instructions for completing Application to Review or Challenge AL Criminal History Record Information
- Appendix C Criminal History Record Challenge Instructions for Law Enforcement Official taking applicant fingerprints and sample of FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)
- Appendix D Waiver to Release Criminal History Information
- Appendix E Alabama Criminal Justice Information Center (ACJIC) Online Criminal History Sales Subscriber Agreement
- Appendix F Alabama Criminal Justice Information Center (ACJIC) Memorandum of Agreement for Third Party Users of the Criminal History Sales (CHS) System
- Appendix G Alabama Criminal Justice Information Center (ACJIC) Online Criminal History Sales Subscriber Agreement

AL003025Y
CRIM JUST INFO
TRAINING UNIT
MONTGOMERY, AL





Author:

Statutory Authority: ~~Code of Alabama 1975, Subsection 41-9-594.~~

History: ~~Amended: Filed July 29, 2008, effective September 2, 2008.~~

Supp. _____

ALABAMA CRIMINAL JUSTICE INFORMATION CENTER (ACJIC)
Application to Review or Challenge
AL Criminal History Record Information

PART I: Applicant Information

Full Name(First, Middle, Last, Suffix):

Applicant Current Address:

City State Zip Code

Alias or Nickname(s):

Social Security Number:

Date of Birth: (Month/Date/Year) / /

Sex/Gender: Male Female

Race: White Black Asian Indian

Other (please specify)

Current Driver's License Number: Issuing State:

Current e-mail address :

Home Phone #: () Cell Phone #: ()

Work Phone #: () Extension

1. My request is to (check all that apply):

Review a copy of my CHRI maintained by ACJIC;

Challenge specific items in my CHRI maintained by ACJIC (please see requirements in Part II of this application).

2. Included with my Application are the following items:

- a. The required copy of my valid photo identification (see application instructions for requirements and accepted forms of identification).
- b. The required \$25.00 administrative fee (money order or Cashier's checks, made payable to the "State of Alabama").
- c. A classifiable copy of my own fingerprints, taken by law enforcement as required.

I, the above referenced individual, hereby request to Review or Challenge my Alabama criminal history record information (CHRI) maintained by the Alabama Criminal Justice Information Center, Alabama's official criminal history repository. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. §41-9-601, Code of Ala. (1975).

Applicant Signature _____

Date _____

PART II: Request to Challenge CHRI maintained by ACJIC

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the Alabama Criminal Justice Information Center that he or she believes to be incomplete or inaccurate. This may be requested by completing the ACJIC Application to Review or Challenge AL Criminal History Record Information and returning it along with the required documentation to ACJIC within one calendar year of the date of the ACJIC response to the individual's request to review CHRI.

Please attach in writing the following information regarding EACH arrest and/or disposition you wish to challenge:

1. The charge and DATE of each specific arrest or disposition being challenged;
2. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
3. A listing of each specific arrest or disposition being challenged;
4. The details related to why each specific arrest is incorrect or incomplete;
5. What the applicant believes to be the correct information for each arrest or disposition being challenged;
6. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
7. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

Please mail your completed application, along with the required documentation to: Alabama Criminal Justice Information Center - P.O. Box 300660 - Montgomery, Alabama 36130-0660 ATTN: Director

The ACJIC Application to Review or Challenge AL Criminal History Record Information will be reviewed by an ACJIC official, along with the documentation provided. The applicant will be notified as promptly as possible of the results of the challenge and you may appeal a decision that is unsatisfactory to you according to the procedures established by the ACJIC Commission.

Supp. _____

Author: ~~Becki R. Coggins~~ Lynn M. Childs
Statutory Authority: Code of Ala. 1975, Subsection 41-9-594.
History: Amended: Filed July 25, 2006; effective August 29, 2006.
Amended: Filed July 29, 2008; effective September 2, 2008. **Amended:**
Filed February 21, 2012; effective April 26, 2012.

Instructions for Completing
ACJIC Application to Review or Challenge
AL Criminal History Record Information

Under Alabama law and U.S. Government regulations, you have the right to review your criminal records criminal history record information maintained by the the Alabama Criminal Justice Information Center. To review your record, you must complete the ACJIC Application to Review or Challenge AL Criminal History Record Information and mail it to the Alabama Criminal Justice Information Center, P.O. Box 300660, Montgomery, Alabama 36130-0660 ATTN: Director.

An administrative fee of \$25.00 (twenty-five dollars) will be charged for each review. A certified check or money order in the amount of \$25.00 (twenty-five dollars) made payable to the STATE OF ALABAMA must be included in each request for review.

Instructions for Applicant

In order for your request to review, challenge or appeal your Alabama criminal history record information to be processed by the Alabama Criminal Justice Information Center (ACJIC), you must complete the ACJIC Application to Review or Challenge AL Criminal History Record Information in accordance with the following instructions:

- 1. Your application must include a copy of one of the following forms of your own valid photo identification:**
 - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
 - b. A valid unexpired United States Active Duty, Retiree or Reservist military ID card (DD Form 2 or 2A);
 - c. A valid unexpired United States Military Dependent ID card (for spouse or children of Active Duty Military personnel);
 - d. A valid unexpired United States Citizenship and Immigration Service Documentation, which may include either:
 - i. Certificate of Naturalization N-550, N-570, N-578; or
 - ii. Certificate of Citizenship N-560, N-561, N-645
 - e. A valid unexpired United States Passport; or
 - f. A valid unexpired Foreign Passport which meets the following requirements:
 - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or

- ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "State of Alabama" (sorry - personal and/or business checks are not accepted).; and
3. Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI). Details for the fingerprinting agency are attached to this form.
 - a. The fingerprints accompanying your application should be provided to ACJIC on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card) collected by an approved law enforcement agency with a valid FBI ORI. This permits positive identification and insures that the proper criminal record is reviewed.
4. If your application includes a CHALLENGE of any part of your CHRI maintained by ACJIC, these portions of the application must include, at a minimum:
 - a. The charge and DATE of each specific arrest or disposition being challenged;
 - b. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
 - c. A listing of each specific arrest or disposition being challenged;
 - d. The details related to why each specific arrest is incorrect or incomplete;
 - e. What the applicant believes to be the correct information for each arrest or disposition being challenged;
 - f. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
 - g. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
5. Your completed request and all of the required documentation should be mailed to: Alabama Criminal Justice Information Center - P.O. Box 300660—Montgomery, Alabama 36130-0660 ATTN: Director

Please allow a minimum of 5-10 business days from the date the application is received by ACJIC for ACJIC to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc.

If you have any questions concerning this procedure, you may contact the Alabama Criminal Justice Information Center by calling (334) 517-2400.

Author: ~~Beeki R. Goggins~~ Lynn M. Childs

Statutory Authority: Code of Ala. 1975, Subsection 41-9-594.

History: Amended: Filed July 25, 2006; effective August 29, 2006.

Amended: Filed July 29, 2008; effective September 2, 2008. **Amended:** Filed February 21, 2012; effective April 26, 2012.

~~APPENDIX B
INSTRUCTIONS FOR COMPLETING
REQUESTS FOR REVIEW OF CRIMINAL RECORDS~~

Notice to Applicant

~~Under Alabama law and U.S. Government regulations, you have the right to review your criminal history record maintained by the Alabama Department of Public Safety and the Alabama Criminal Justice Information Center. To review your record, you must complete this form and mail to the Crime Information Integrity Division, Alabama Criminal Justice Information Center:~~

~~A fee of \$25.00 (twenty five dollars) will be charged for each review. A certified check or money order in the amount of \$25.00 (twenty five dollars) made payable to the STATE OF ALABAMA must be included in each request for review.~~

Instructions for Applicant

- ~~1. Complete all items in Part I. Please print; use ink or ballpoint pen.~~
- ~~2. Take this form to any law enforcement agency and ask them to place your fingerprints in the spaces provided in Part III. This permits positive identification and insures that the proper criminal record is reviewed.~~
- ~~3. Mail completed application to the address provided above. Be sure to include a certified check or money order for \$25.00 (twenty-five) dollars. You will be contacted to arrange a date and place convenient for your review.~~
- ~~4. If you have questions concerning this procedure, call the Alabama Criminal Justice Information Center at 1-800-392-8025.~~

Instructions for Person Taking Fingerprints

- ~~1. Place fingerprints of applicant on bottom of form.~~
- ~~2. Place your name, agency, telephone number in the space provided in Part III.~~
- ~~3. If you have any questions, call ACJIC at 1-800-392-8025.~~
- ~~4. Return form to applicant. It is his/her responsibility to mail completed form and fee to the ACJIC.~~

~~REQUEST FOR REVIEW of CRIMINAL RECORDS~~

~~To request to review your criminal history record maintained by the Alabama Department of Public Safety and the Alabama Criminal Justice Information Center, you must complete this form and mail it (plus a \$5.00 fee) to the address given in the instructions. Complete instructions are provided on the back of this application form.~~

Part I

Full Name: _____

Alias or Nickname: _____

Current Address: _____

Home Phone: _____ Office Phone: _____ Social Security No: _____

Sex: _____ Race: _____ Social Security No.: _____

Will your record be review by an attorney? Yes No

Name and address of attorney: _____

PART II (State Use Only)

Date Received by ACJIC: _____ Record in file: Manual Automated

Classification: _____ SID: _____ FBI # _____

PART III (Application Fingerprints)

Name/Agency/Telephone # of Persons Taking Fingerprints: _____

1. <u>RIGHT</u> <u>THUMB</u>	2. <u>RIGHT</u> <u>INDEX</u>	3. <u>RIGHT</u> <u>MIDDLE</u>	4. <u>RIGHT</u> <u>RING</u>	5. <u>RIGHT</u> <u>LITTLE</u>
6. <u>LEFT</u> <u>THUMB</u>	7. <u>LEFT</u> <u>INDEX</u>	8. <u>LEFT</u> <u>MIDDLE</u>	9. <u>LEFT</u> <u>RING</u>	10. <u>LEFT</u> <u>LITTLE</u>

Author: ~~Becki R. Goggins~~

Statutory Authority: ~~Code of Ala. 1975, Subsection 41-9-594.~~

History: ~~Amended: Filed July 25, 2006; effective August 29, 2006.~~

~~Amended: Filed July 29, 2008; effective September 2, 2008.~~

Instructions for Law Enforcement Official taking applicant
fingerprints and sample of FBI "Applicant" Fingerprint Card FD-258
(Rev 12-10-07)

Individual citizens may request, and may be provided with,
classifiable sets of their own fingerprints to accompany a request for
his/her own Alabama criminal history record information (CHRI) from
the Alabama Criminal Justice Information Center (ACJIC) in accordance
with procedures established by the statewide ACJIC Commission in
Section 265-X-2 of the Alabama Administrative Code.

One of the requirements in these procedures requires the individual to
provide a classifiable set of his or her own fingerprints, taken by an
authorized law enforcement agency with an FBI-issued ORI, with his or
her application to Review or Challenge his or her own Alabama criminal
history. This permits positive identification and insures that the
proper criminal record is reviewed and/or challenged.

1. The individual you are fingerprinting should provide proper
identification to your agency upon request.
2. This individual's fingerprints should be taken by law enforcement
on an FBI "Applicant" Fingerprint Card (i.e. blue card). Please
insure that your agency's name and ORI, AND your name and
telephone number, are included on the completed fingerprint card.
3. Return the completed fingerprint card to the applicant, as it is
the APPLICANT's responsibility to mail the completed CHRI request
form, along with his/her own fingerprint card and the other
required documents to:

Alabama Criminal Justice Information Center

P.O. Box 300660

Montgomery, Alabama 36130-0660, ATTN: Director.

4. If you have any questions, please call the Crime Statistics and
Information Division of the Alabama Criminal Justice Information
Center at (334) 517-2450, or you may contact the FBI's
Identification and Investigative Services Section's Customer
Service Group at (304) 625-5590 or by e-mail at liaison@leo.gov

Sample of FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)

APPLICANT <small>See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK								FBI		LEAVE BLANK	
FD-258 (REV. 12-10-07)		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM			FIRST NAME					MIDDLE NAME			
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA			O		R		I		DATE OF BIRTH MONTH DAY YEAR		DOB YEAR		
CITIZENSHIP CTZ		SEX		RACE		HGT		WGT		EYES		HAIR		PLACE OF BIRTH POB	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		LEAVE BLANK	
EMPLOYER AND ADDRESS		REASON FINGERPRINTED		CLASS		REF									
1. R THUMB		2. R INDEX		3. R MIDDLE		4. R RING		5. R LITTLE							
6. L THUMB		7. L INDEX		8. L MIDDLE		9. L RING		10. L LITTLE							
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L THUMB		R THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

APPENDIX C

CRIMINAL HISTORY RECORD CHALLENGE

~~You have the right to challenge any parts of your criminal history record that are inaccurate or incomplete. To challenge your record you must complete all parts of this form. The official conducting your review will return it to the Alabama Criminal Justice Information Center where your challenge will be processed. You will be notified as promptly as possible of the results of your challenge and any rights you may have to appeal a decision that is unsatisfactory to you.~~

~~NAME:~~ _____

~~ADDRESS:~~ _____

~~HOME PHONE:~~ _____ ~~OFFICE PHONE:~~ _____

~~PLACE YOU REVIEWED YOUR RECORD:~~ _____

~~DATE OF REVIEW:~~ _____

~~Items Challenged:~~

~~For each item challenged indicate what you believe to be the correct information if possible, cite original documents to support your claim and attach copy.~~

~~Name of official conducting review:~~ _____

~~Author:~~

~~Statutory Authority:~~ Code of Alabama 1975, Subsection 41-9-594.

~~History: Amended:~~ Filed July 29, 2008; effective September 2, 2008.

~~Supp.~~ _____