

**TRANSMITTAL SHEET FOR  
NOTICE OF INTENDED ACTION**

Control \_\_\_\_\_ Department or Agency: Alabama Private Investigation Board

Rule No.: 741-X-4

Rule Title: **Licensure**

X 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 the 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 costs 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? \_\_\_\_\_ No

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 Procedure Division of the Legislative Reference Service.

Signature of certifying officer Brandy L. Isenhour  
Brandy L. Isenhour, Operations Manager

Date: November 18, 2013

(DATE FILED)  
(STAMP)

**Alabama Private Investigation Board**

NOTICE OF INTENDED ACTION

AGENCY NAME:

Alabama Private Investigation Board

RULE NO. & TITLE:

741-X-4-.01      **Qualifications of Applicants for Licensure**  
741-X-4-.02      **Licensure by Work Experience**  
741-X-4-.03      **Licensure by Examination**  
741-X-4-.04      **Renewal of License**  
741-X-4-.05      **Reinstatement of a Lapsed License**  
741-X-4-.06      **Change of Name or Address**  
741-X-4-.07      **Lost License**  
741-X-4-.08      **Verification of Alabama License**  
741-X-4-.09      **Fees**  
741-X-4-.10      **Fingerprinting**  
741-X-4-.11      **Exemptions from Licensure**

INTENDED ACTION:

To establish Rules & Regulations

SUBSTANCE OF PROPOSED ACTION:

The Alabama Private Investigation Board proposes to establish an Administrative Code or Rules and regulations under which to operate. Specifically, these are to establish initial Rules and Regulations.

TIME, PLACE, MANNER OF PRESENTING VIEWS:

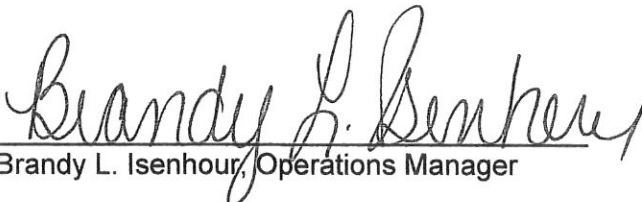
Written comments, views, or arguments will be received by the Alabama Private Investigation Board thru 9:00 am. on December 31, 2013. Comments should be directed to Paula McCaleb, Executive Director, at P.O. Box 241206, Montgomery, AL 36124, or via fax at 334-274-0684.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

December 31, 2013

CONTACT PERSON AT AGENCY:

Paula McCaleb, Executive Director  
334.215.0693

  
\_\_\_\_\_  
Brandy L. Isenhour, Operations Manager

**CHAPTER 741-X-4**  
**Licensure**

|                   |   |
|-------------------|---|
| <b>741-X-4.01</b> | <b>Qualifications of Applicants for Licensure</b> |
| <b>741-X-4.02</b> | <b>Licensure by Work Experience</b>               |
| <b>741-X-4.03</b> | <b>Licensure by Examination</b>                   |
| <b>741-X-4.04</b> | <b>Renewal of License</b>                         |
| <b>741-X-4.05</b> | <b>Reinstatement of a Lapsed License</b>          |
| <b>741-X-4.06</b> | <b>Change of Name or Address</b>                  |
| <b>741-X-4.07</b> | <b>Lost License</b>                               |
| <b>741-X-4.08</b> | <b>Verification of Alabama License</b>            |
| <b>741-X-4.09</b> | <b>Fees</b>                                       |
| <b>741-X-4.10</b> | <b>Fingerprinting</b>                             |
| <b>741-X-4.11</b> | <b>Exemptions from Licensure</b>                  |

**741-X-4.01 Qualifications of Applicants for Licensure**

- (1) Each individual applicant shall meet the following criteria:
  - (a) Be at least 21 years of age.
  - (b) Has not been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease (unless a court of competent jurisdiction has subsequently declared the applicant competent).
  - (c) Has not been convicted of a crime of moral turpitude (with the Board having final determination on the interpretation of moral turpitude).
  - (d) Has not been convicted of a felony crime.
  - (e) Has passed an examination by the Board designed to measure knowledge and competence in the investigation field;

OR

- (a) Be an investigator holding a current business license in the state of Alabama on the effective date of the adoption of the rules and regulations of the Board. The opportunity to apply for a private investigator license issued under this rule shall expire 365 days after the implementation of the rules and regulations of the Board. Holders of these licenses shall be eligible to renew their licenses as are any other licensed private investigators.
- (2) The applicant shall submit a completed application form and pay all required fees.
- (3) Implementation for licensure shall begin on the effective date of the adoption of the rules and regulations. The initial licensure period shall be dated to begin on February 1, 2014, with renewal by January 31, biennially thereafter.
- (4) Any licenses issued during implementation shall be dated February 1, 2014, the initial date of the licensure period, and shall be subject to renewal by January 31, 2016, and biennially thereafter. Licenses issued after the initial date of the licensure period shall be dated to begin at the date the license is issued, but set to expire at the next established renewal date. Licenses will not be prorated.
- (5) Persons working as a private investigator, unless otherwise exempt, shall have a valid private investigator license.

**741-X-4.02 Licensure by Work Experience**

Private Investigators holding a current business license in the state of Alabama on the effective date of the adoption of the rules and regulations of the Board may apply under the work experience option. The opportunity to apply for a private investigator license issued under this rule shall expire 365 days after the implementation of the rules and regulations of the Board.

The applicant for licensure by Work Experience shall submit:

- (1) A completed application.
- (2) Required fees.
- (3) Copy of a current business license in the state of Alabama.

Private Investigators who are issued licenses during implementation, based on a current state of Alabama business license during implementation, shall be eligible to renew their licenses as are any other licensed private investigators.

#### **741-X-4-.03 Licensure by Examination**

- (1) The applicant for licensure by Examination shall pass an Examination by the Board designed to measure knowledge and competence in the investigation field and shall submit:
  - (a) A completed application
  - (b) Required fees
- (2) Any applicant who seeks to qualify for a private investigators license must apply directly to the independent testing organization selected by the Board to prepare and grade such examination. Payment of any examination (or re-examination) fee shall be the responsibility of the applicant. The independent testing organization will notify each examinee of the results of the examination.
- (3) Applicants for private investigator license must be on file with this office prior to scheduling examination(s).

#### **741-X-4-.04 Renewal of License**

- (1) Licensure periods:
  - (a) The private investigator license shall normally be valid for two years, expiring January 31, of even numbered years; or
  - (b) The initial licensure period may be abbreviated in order to have the expiration at the established renewal date.
- (2) The continuing education earning period is normally a two-year period of time in which at least sixteen (16) contact hours shall be accrued (eight (8) hours in each calendar year). This is the time period of the current license. In the cases of an abbreviated license period of one year or less, the applicant for renewal shall validate continuing education prorated to the equivalent of eight (8) contact hours for the abbreviated licensure period.
- (3) The renewal of license shall be accomplished prior to expiration of the current license.
- (4) Failure to renew prior to the expiration date of the current license will result in an additional late fee. Licenses may be renewed up to thirty (30) days after expiration date. Private investigators will not be permitted to work as a private investigator if their license has expired.
- (5) Renewal notices may be mailed or transmitted electronically. Notice shall be sent to the applicant's address of record sixty (60) days prior to the renewal date.
- (6) To be eligible for renewal, the applicant shall:
  - (a) Hold a valid, active Alabama license;
  - (b) Submit a completed and signed renewal application and required fee(s);
  - (c) Meet continuing education requirements;
  - (d) Pass a review of criminal history for criminal convictions and civil fraud findings.
- (7) The applicant is responsible to supply current mailing address records to the Board.
- (8) Failure to receive the renewal application or notice shall not relieve the licensee of the responsibility of renewing the license by the expiration date.
- (9) Any license not renewed within thirty (30) days following the expiration date shall lapse. Any individual who practices with a lapsed license shall be subject to penalties established under Chapter 741-X-6 – Disciplinary Actions.

#### **741-X-4-.05 Reinstatement of a Lapsed License**

A lapsed license may be reinstated upon submission of a completed application and compliance with the following:

- (1) Payment of current renewal and reinstatement fees and any applicable fine(s).

- (2) Evidence of completion of sixteen (16) contact hours of approved continuing education within twenty-four (24) months preceding application. A maximum of eight (8) contact hours earned through independent study may be used for reinstatement of a lapsed license. Contact hours earned for reinstatement of a lapsed license may not be used toward the continuing education requirement for the next license renewal.
- (3) Submit a completed and signed request for reinstatement form.
- (4) Pass and pay for a review of criminal history for criminal convictions and civil fraud findings.

**741-X-4-.06 Change of Name or Address**

- (1) The applicant or licensee shall notify the Board of any requested name change. Appropriate legal documents and fees shall be submitted prior to changing the name of the licensee on the license card.
- (2) The applicant or licensee shall notify the Board in writing within thirty (30) days of any change in his or her address. The address of record is the address provided by the applicant or licensee.

**741-X-4-.07 Lost License**

The licensee shall promptly report, in writing, the loss of a license card to the Board.

**741-X-4-.08 Verification of Alabama License**

- (1) Verification of licensure will be available by telephone and on a Board maintained web site.
- (2) Upon receipt of a written request, the Board's designee shall provide written verification of Alabama license.

**741-X-4-.09 Fees**

- (1) Fees and fines are not refundable.
- (2) Fees are payable by certified check, cashier's check, corporate or business check, money order, or personal check.
  - (a) Counter checks are not an acceptable method of payment. Personal checks shall be imprinted with the name, address, and account number of the applicant or licensee.
  - (b) Personal checks by third parties are not acceptable.
  - (c) Applicants or licensees who submit personal checks returned due to insufficient funds may be prohibited from paying any future fees or fines by personal check.
  - (d) Statutory charges for returned checks shall be paid by the applicant or licensees within ten business days from receipt of notice to remit full payment pursuant to Ala. Code Section 13A-9-13.01 (b) (2) and pay the maximum fee allowed by Ala. Code Section 8-8-15.
- (3) Fines are payable by certified check, cashier's check, corporate or business check, or money order.
- (4) The Board may allow payment of fees by electronic means.
- (5) Payment, regardless of the method, that is not honored by the financial institution may result in disciplinary action and/or reporting to the appropriate legal authorities for possible prosecution.
- (6) A license may not be issued until funds are received by the Board.
- (7) The current schedule of fees and charges are included in the appendix.

**741-X-4-.10 Fingerprinting**

- (1) An applicant shall furnish the Board with three (3) sets of classifiable fingerprints with his or her application for the purpose of allowing the Board to forward the fingerprints to the Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) as required by the Alabama Private Investigation Regulatory Act. An applicant shall be deemed to have furnished the Board with three (3) sets of classifiable fingerprints if he or she causes a private company or agency contracted by the State to electronically

transmit the applicant's classifiable prints directly to the ABI and FBI and to forward a classifiable hard copy of the applicant's fingerprints to the Board on standard ABI/FBI applicant cards. The Board shall notify every applicant in writing of the name, address and telephone number of any company or agency contracted by the State to provide such a service. All private investigator applicants shall comply with the following requirements regarding the payment for the fingerprinting service:

- (a) All sets of classifiable fingerprints required by this rule shall be furnished at the expense of the applicant;
  - (b) If the applicant chooses to request that the Board process the fingerprint cards, then the applicant shall submit with his or her application three (3) sets of classifiable fingerprints on cards provided by the Board for processing through the ABI and FBI. The applicant shall pay to the Board all processing fees established by the ABI and FBI.
  - (c) If the applicant chooses to use the services of a company or agency that has contracted with the state to provide electronic fingerprinting service, then the applicant shall make the arrangements for the processing of his or her fingerprints with the company or agency directly and shall be responsible for payment of any fees associated with processing of fingerprints to the respective agency.
  - (d) In the event the State no longer contracts with any company or agency to provide an electronic fingerprinting service, then the applicant shall submit three (3) classifiable ABI and FBI fingerprint cards with his or her application and shall pay the Board all processing fees established by the ABI and FBI.
  - (e) Applicants shall in all cases be responsible for paying application fees as established by the Board regardless of the manner of fingerprinting the applicant chooses.
- (2) In the event an applicant furnishes unclassifiable fingerprints or fingerprints that are unclassifiable in nature to the Board, or the Alabama Bureau of Investigation (ABI) or Federal Bureau of Investigation (FBI), the Board may refuse to issue the requested license. For the purposes of this rule, "unclassifiable fingerprints" means that the electronic scan or the print of the person's fingerprints cannot be read, and therefore cannot be used to identify the person. Should an applicant's fingerprints be rejected by the ABI or FBI, the applicant shall pay any fees assessed by the ABI or FBI for resubmission.
  - (3) In the event that the fingerprint card submitted by an applicant is rejected or otherwise unable to be processed by the Alabama Bureau of Investigation (ABI) and/or the Federal Bureau of Investigation (FBI), the applicant shall submit a new fingerprint card together with any additional fee(s) charged by the ABI and/or FBI for processing the new fingerprint card.

#### **741-X-4-11 Exemptions from Licensure**

Nothing in these rules shall be construed as preventing or restricting the practice, services, or activities of the following:

- (1) An employee of any business or entity that is not primarily engaged in the business of private investigation when that employee is performing duties related to his or her employment.
- (2) An investigation of the internal affairs of a private business entity investigating a current or prospective employee.
- (3) An employee of any business or entity that is primarily engaged in the business of private investigation when that employee is working under a contract for his or her services that his or her employer signed with a third party.
- (4) Any person or professional, including without limitation an attorney providing legal services, who is not primarily engaged in the business of private investigation, but who in conjunction with his or her business or profession may occasionally perform private investigation services.



- (5) Any business or entity that is not primarily engaged in the business of private investigation.
- (6) A consumer-reporting agency as defined by the Federal Fair Credit Reporting Act.
- (7) Any certified public accountant authorized to engage in the practice of public accountancy in this state or any entity licensed or otherwise permitted to engage in the practice of public accountancy in this state or the affiliated entities thereof.
- (8)
  - (a) An attorney-at-law in good standing and licensed to practice law;
  - (b) An employee of a single attorney or single law firm who is acting within the employee's scope of employment of the attorney or law firm; or
  - (c) A consultant, accident reconstructionist, or forensic scientist when the person is retained by an attorney, insurance company representative, or appointed by a court to serve as an expert witness or to investigate, or to make tests, conduct experiments, draw conclusions, render opinions or make diagnoses, where those services require the use of training or experience in a technical, scientific, or social science field.
- (9) Any individual engaged in any of the following:
  - (a) Computer or digital forensic services.
  - (b) The acquisition, review, or analysis of digital or computer-based information for evidentiary or other purposes or to provide expert testimony before any court, Board, officer, or investigating committee.
  - (c) Network or system vulnerability testing, including network scans and risk assessment and analysis of computers connected to a network.

**Author: The Alabama Private Investigation Board**

**Statutory Authority: Act #2013-306, SB 172 of the 2013 Regular Session**

**Date: January 7, 2014**