

INSTRUCTIONS FOR APPLICANTS REQUIRING FINGERPRINTING

You must have an application for licensure on file with the Alabama Board of Physical Therapy prior to submitting for fingerprinting. Please note: You cannot begin the background check process until AFTER your application for licensure has been submitted to the Alabama Board of Physical Therapy. If the Board receives a background check prior to receiving an application, the applicant will be required to submit to another background check. This will result in your paying for the background check again.

To proceed with fingerprinting, follow the instructions for fingerprint scanning and processing found on FieldPrint's website, fieldprintalabama.com. The Board can only utilize fingerprints processed through FieldPrint and cannot accept fingerprints completed for any reason other than pursuing a license with the Alabama Board of Physical Therapy. The fingerprints will be used to conduct a federal and state background check, pursuant to §34-24-211, Code of Alabama 1975.

FieldPrint is capable to perform both livescan and collect ink fingerprint cards. Upon registration you will be able to choose the method you would like to proceed with. Livescan is the preferred and quicker method, but if you require a paper fingerprint card you may request such from Fieldprint. Any questions regarding either live scan or paper fingerprint cards should be directed to FieldPrint.

The applicant is notified that he/she may challenge or appeal any portion of his/her own Criminal History Record Information (CHRI) that he/she believes to be incomplete or inaccurate by contacting the Records & Identification Division within ALEA at 334-353-4340, pursuant to 28 CFR 16.34.

If your intention is to CHALLENGE any part of your CHRI maintained by ALEA, the documentation **submitted to ALEA** must include, at a minimum:

- A copy of the Alabama Criminal History Record being challenged;
- The charge and DATE of each specific arrest or disposition being challenged;
- The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
- A listing of each specific arrest or disposition being challenged;
- The details related to why each specific arrest is inaccurate;
- What the applicant believes to be the correct information for each arrest or disposition being challenged;
- Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
- Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

Applicants must fill out a registration form at www.fieldprintalabama.com and follow all registration instructions. The registration form requires the applicant's User Identification Number assigned by the Alabama Board of Physical Therapy. All applicants for a license with the Alabama Board of Physical Therapy will use **FPABPTLicensees as their User Identification Number**. Upon registering you will be able to set an appointment for livescan fingerprinting. An extensive list of all fingerprinting sites and hours of availability is kept current on Fieldprint's website.

Your criminal history information will come to the Board directly from FieldPrint and will be available to the Board for only thirty (30) days. Therefore, you **MUST** submit an application for licensing to the Board prior to registering with FieldPrint.

The applicant will be asked to pay a fee for the background check. Follow the instructions on Fieldprint's website fieldprintalabama.com for proper forms of payment.

At the scanning site, applicants will be required to supply proper I.D. See instructions on Fieldprint's website fieldprintalabama.com in this regard.

Occasionally, there is trouble with the fingerprint image, should that occur, you will be contacted by Fieldprint and required to submit another set of prints. One re-scan is done free of charge.