



## Alabama Massage Therapy Licensing Board Applicant Fingerprint Instructions

### Attention: Alabama Massage Therapy Applicant

- You are required to submit an Application to Review Alabama Criminal History Record (SBI Form 46) authorizing the Alabama Law Enforcement Agency (ALEA) to release any and all of your Criminal History Information to the Alabama Massage Therapy Licensing Board (AMTLB).
- With this form, you will be required to submit two (2) sets of fingerprints on an FBI “applicant” Fingerprint Card, or “Blue Card” FD-258. ALEA requires that your fingerprints be taken by a law enforcement agency with an FBI issued Originating Agency Identifier (ORI).
- Please leave the “Reason for Fingerprint” section of your fingerprint card blank. The AMTLB will complete that upon submission to the Board.
- You must also send a copy of a photo identification consistent with Appendix B of the SBI Form 46.
- Your \$25 dollar fee for Criminal History Background Check **will be paid at the time of your application**. PLEASE DO NOT SEND MONEY TO ALEA.
- You must mail or deliver your completed authorized release along with your two (2) completed fingerprint cards and a copy of acceptable photo identification to the Board after you have completed your application and paid all fees associated with your application.
- Please contact your local sheriff’s office or police department to inquire about having your fingerprints taken, as they may require payment of a fee, scheduling an appointment, or that you obtain the fingerprint cards prior to arrival. The applicant is responsible for any additional fees for collection of fingerprints.



## Alabama Massage Therapy Licensing Board Applicant Fingerprint Instructions

- You may also visit ALEA at 834 Adams Avenue, Montgomery, AL 36104 to have your fingerprints taken between 8:30 a.m. and 4:30 p.m., Monday-Friday. Your fingerprints will be taken only after you have provided ALEA with the completed SBI Form 46 and a valid photo identification.
  - If you have your fingerprints taken at ALEA, please write, or have ALEA write, the following in the “reason for fingerprints” section:  
“34-43A-13(c) Massage Therapy License.”
- Depending on the results of your Criminal History Background Check, you may be asked to provide additional documentation related to your criminal history. Applications will not be considered complete until all requested documentation has been received.
- Performing fingerprinting before you have completed your online application and payment of fees may result in payment of additional fees, being required to resubmit your background check package of release and fingerprint cards, or the Board being unable to accept your results.

If a disability prevents you from providing fingerprints, you may have your Criminal History Background Check done by a name-based search, upon demonstration to the Board of this disability.

### NOTICES:

If you wish to challenge or appeal the results of your Criminal History Background Check, please refer to Appendix A of SBI Form 46.

**Please mail your completed SBI Form 46, Fingerprint Cards, and approved Photo Identification to the Alabama Massage Therapist Licensing Board at P.O. Box 301011, Montgomery, AL 36130-1011. The Board will submit them to ALEA.**