



## AMTLB INSTRUCTIONS FOR APPLICANTS REQUIRING FINGERPRINTING

You must have an application on file with the Alabama Massage Therapy Licensing Board (Board) **prior to submitting for fingerprinting**. **Please note:** You cannot begin the background check process until AFTER the license application submission date. 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.

Upon submission of the application, you will be issued a User Identification Number. This User Identification Number will be used to register with the Board's contractor ([FieldPrint](#)) for purposes of submitting fingerprints.

To proceed with fingerprinting, follow the instructions for fingerprint scanning and processing found on the [FieldPrint](#). The Board can only utilize fingerprints processed through FieldPrint and cannot accept fingerprints completed for any reason other than pursuing an Alabama massage therapy or massage therapy establishment license. The fingerprints will be used to conduct a federal and state background check, per §§34-43A-8(a)(3), §34-43A-11(b)(2), and §34-43A-9 (f)34-21-20.01, 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 may request such from Fieldprint. Any questions regarding either live scan or paper fingerprint cards should be directed to FieldPrint.



You may challenge or appeal any portion of your Criminal History Record Information (CHRI) that you believe to be incomplete or inaccurate by contacting the Records & Identification Division within ALEA 334-353-4340, pursuant to 28 CFR 16.34. You shall have a reasonable amount of time, but not more than thirty (30) days to submit the challenge or appeal. No determination as to suitability for licensure will be made prior to you being afforded this opportunity. To challenge any part of your CHRI you must contact ALEA and request a copy of your Criminal History Record. Your application to challenge any part of your CHRI maintained by ALEA must include:

- 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.



Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency and/or the FBI, for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor system (including civil, criminal, and latent fingerprint repositories) or other available records of the responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Applicants must fill out a registration form at [www.fieldprintalabama.com](http://www.fieldprintalabama.com) and follow all registration instructions. Upon registering you will be able to set an appointment for livescan fingerprinting.

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 to the Board prior to registering with FieldPrint.

The applicant will be asked to submit a registration fee for the background check. Follow the instructions on the FieldPrint website for proper forms of payment.

At the scanning site, applicants will be required to bring

- Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID. The name and date of birth on both forms of identification must match the information provided during scheduling.



- Your appointment number.

After receipt and review of both the application for Alabama massage therapy licensure (multistate or licensure by endorsement) and the Criminal History Record Information, a member of the Alabama Massage Therapy Licensing Board staff may contact you to discuss any further necessary steps.