Alabama Department of Agriculture & Industries
HEMP PROGRAM
Instructions for Obtaining an Alabama Criminal Background Check

The Alabama Department of Agriculture and Industries (ADAI) requires an Alabama Law Enforcement Agency (ALEA) background check on each Hemp Program applicant. An applicant is a person, or the signing authority for a business entity, who submits an application.

Background checks are required annually for all applicants. Additionally, beginning 2021 all key participants in a business entity will be required to submit a background report at the time of application. The request is processed by the Alabama Law Enforcement Agency (ALEA) office listed below. You may complete the form through the link below, print a copy and take to Montgomery ALEA office listed below.

https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf

Submit the application and payment directly to ALEA at: *In person application ensures that you receive a copy of the report the day you apply. You are required to upload this report with your online hemp license application to ADAI.*

In person at: 834 Adams Avenue
Montgomery, AL, 36104
334-353-4340 Monday-Friday 8:00 am–4:00 pm CST

AL LAW ENFORCEMENT AGENCY APPLICATION REQUIREMENTS [ALEA]:

- Applicants must complete and sign the ALEA criminal history release form.
- A fee of $25.00 money order or bank cashier's check is required [includes one copy] Additional copies $5 each.
- ALEA will complete a set of fingerprints on the blue and white fingerprint card – *indicate for AL Hemp Program*
- A copy of the applicant's photo ID
- Affidavit for Release Information on the Application: Your name, your full address. *Indicate: for AL Hemp Program*

AL DEPARTMENT OF AGRICULTURE & INDUSTRIES REQUIREMENTS [ADAI]:

- DO NOT submit the ALEA application, money order or completed report to ADAI in person, by email or by mail.
- ALEA issued background report(s) must be submitted with your ADAI online application.
- AL Hemp Program Applications submitted without the required background report will not be processed.
- AL Hemp Program Applications and all required documents must be submitted online before November 30, 2020 at 5:00 p.m. CST.

For any questions on Alabama Hemp requirements, call 334-240-7230, or 334-240-3713