



ABI-46 (Revised 8/6/08)

**INSTRUCTIONS FOR COMPLETING THE BACK GROUND HISTORY INFORMATION
RELEASE FORM**

Use the ABI-46 form to request all background checks on individuals.

Detach these instructions before submitting request to ABI.

SECTION 1.

Last Name, First Name, Middle Name, and any other names used, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, Sex on which the criminal history check is to be conducted.

Use these codes for race:

(A)-Asian, includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

(B)-Black, includes Negro, Colored and Afro-American.

(H)-Hispanic, includes Mexican, Latin, Puerto Rican, Cuban, Central/South American and other Spanish Culture or origin.

(I)-American Indian, includes Alaskan native and Eskimo.

(O)-Other, includes numeric abbreviated phrases (i.e., 1,2,3 etc.), "C", "Unk" and all other phrases not listed.

(W)-White, includes Caucasian.

SECTION 1.A.

Affidavit must be signed by applicant in order for criminal history check to be processed. **Affidavit must also be signed by applicant on 2nd signature line allowing ABI to report results to ADECA. The signatures must be witnessed by two individuals with their complete address OR notarized**

(*) Required Information