

# **Alabama Board of Court Reporting**

P. O. Box 241565, Montgomery, AL 36124-1565

Phone: 334.328.7708

Web Site: [www.abcr.alabama.gov](http://www.abcr.alabama.gov)



## **Application Instructions and Checklists**

### **General Statement:**

The ABCR desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process **complete applications only**. Complete applications will be the Board's first priority. Incomplete applications will be returned to have deficiencies addressed. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application. **Make all checks payable to ABCR and send with application to: P.O. Box 241565; Montgomery, AL 36124-1565.**

You should carefully read the ABCR Licensure Law and the Rules and Regulations (also available at [www.abcr.alabama.gov](http://www.abcr.alabama.gov)) to familiarize yourself with them prior to beginning to complete the application. Please copy all forms submitted to the ABCR for your records, as you may need some pages for future reference.

The ABCR has been given the responsibility of protecting the public safety and welfare by regulating court reporting in the State of Alabama, which is our first concern. In addition, we are striving to meet the needs of professional court reporters who provide court reporting services to the public. Therefore, we have attempted to make the rules and regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome suggestions and request that you mail them to our office in Montgomery.

**Checklists:** Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license. The checklists will direct you to the appropriate forms to complete. The following is a list of ABCR checklists from which you should choose:

- Application for Licensure (traditional method)
- Application for Temporary Licensure

**Application:** Applications must be typewritten or printed in ink and must be legible. Complete the entire application. **Leave no space blank.** If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of application.

Your full name, social security number, and date of birth are essential for identification purposes. This information will be for confidential Board use only. Please supply this key information. The preferred contact information, name, and license number may be used for publication of a roster of licensees on the Board's web site.

**Application Process:** Once your **complete application** with payment has been received, your application will be reviewed by the Board. You will then be notified of your status by letter. Please allow a minimum of two weeks to process complete applications.

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## **Application Instructions and Checklists**

### **Forms Checklists:**

Forms checklists to be completed when applying.

#### **Licensure (traditional method) complete and submit:**

- ( ) Application with current picture attached (made or taken within last 6 months)
- ( ) Proof of passing Examination Score (from either NCRA, NVRA, or ACRA)
- ( ) Application Fee (\$50.00)
- ( ) License Fee (\$200.00)
- ( ) Proof of Graduating from a Court Reporting School (copy of diploma, official transcripts, or official letter from Program Director)
- ( ) Proof of Citizenship and POC form

#### **Temporary Licensure complete and submit:**

(Valid for 18 months after issuance)

- ( ) Application with current picture attached (made or taken within last 6 months)
- ( ) Proof of Graduation from a Court Reporting School (copy of diploma, official transcripts, or official letter from Program Director)
- ( ) ABCR Form TL 1
- ( ) Application Fee (\$50.00)
- ( ) License Fee (\$300.00)
- ( ) Proof of Citizenship and POC form

### **Instructions for completion of the application:**

1. Personal information:
  - a. Complete all sections either typewritten or printed legibly in blue or black ink.
  - b. Attach, by clear tape or staple, a recent approximate 2x2 head and shoulders passport-type photo of applicant. The photo should be current within last 6 months and have applicant's name printed on the back side of the photo.
2. Employment:

List all employment held in the past 3 years.  
Begin with current employer and include address of employer, dates of employment, position title, reason for leaving (if applicable), and employer phone number for all entries. Attach additional sheet if extra space is needed.
3. Education:

List all educational institutions attended, including graduation information. Please include GED information under "other." Attach additional sheet if extra space is needed.
4. List all court reporting licenses you currently hold or have ever held. You do not have to arrange for verification of a license unless the ABCR specifically requests it.
5. Criteria for Licensing – choose one and complete requested information.

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6. Self disclosure section:
  - a. Answer each question
  - b. If you answered any question "Yes," include explanation, date, place, reason and disposition on a separate sheet of paper and attach to the application. A "yes" answer does not necessarily mean the applicant will not be granted a license. However, additional documentation may be requested by the Board if the information submitted is insufficient.
7. Affidavit:

Carefully read complete affidavit statement. Print your name in the blank at the beginning of the last paragraph.
8. Signature must be notarized. Notary signature and applicants signature must be on the same date.
9. Enclose 2 checks or money orders, one for \$200.00 license fee (or \$300 temporary license fee if applying for Temporary Licensure) and one for \$50.00 application fee made payable to ABCR. All fees are nonrefundable.
10. Mail completed information to:

**ABCR**  
**P.O. Box 241565**  
**Montgomery, AL 36124-1565**
11. If you have further questions after reviewing the web site at [www.abcr.alabama.gov](http://www.abcr.alabama.gov), please contact the ABCR office at 334.215.7232 or [leslie@leadership-alliance.org](mailto:leslie@leadership-alliance.org).

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In order to demonstrate U.S citizenship for a public records transaction a person must present the (1) original, (2) a legible photocopy, or (3) a digital or electronic copy of one of the following:

- (1) A driver's license or nondriver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or nondriver's identification card.
- (2) A birth certificate indicating birth in the United States or one of its territories.
- (3) Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
- (4) United States naturalization documents or the number of the certificate of naturalization.
- (5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Naturalization Act of 1952, as amended.
- (6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- (7) A consular report of birth abroad of a citizen of the United States of America.
- (8) A certificate of citizenship issued by the United States Citizenship and Immigration Services.
- (9) A certification of report of birth issued by the United States Department of State.
- (10) An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
- (11) Final adoption decree showing the person's name and United States birthplace.
- (12) An official United States military record of service showing the applicant's place of birth in the United States.
- (13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
- (14) AL-verify.
- (15) A valid Uniformed Services Privileges and Identification card.
- (16) Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.