



KIM MCCARSON, CIRCUIT CLERK

Calhoun County Courthouse
25 West 11th Street, Suite 300
Anniston, AL 36201
256.231.1750

**Calhoun County Clerk's Office Records Access and
Background Check/Record Search Policy Packet**

1. **RECORDS INSPECTION:** Members of the public will be provided access to the Calhoun County Clerk's office public records Monday through Friday, between 8:00 a.m. and 4:30 p.m. Copies of records may be obtained during the same hours *per prior request and subject to copy fees, etc.*
2. The Clerk's office staff will provide any public records you request to inspect as quickly as possible. In some cases, however, - limited staff, records stored off-site, large volume of records requested- you may be asked to return to view the records or to obtain requested copies. All records requested for inspection will be available as soon as practical and within no more than ten (10) business days of receiving the RECORDS INSPECTION request form.
3. When requesting a **RECORDS SEARCH** or a **BACKGROUND CHECK**, please fill out the required form. Each form is available in every office of the Clerk of Court.
4. **RECORDS SEARCHES** are \$25.00 *per record to be searched*. This fee will be charged no matter if the search yields results or not and does not include any copy fees, etc. The Clerk's office will provide record searches requested not in person (through mail, e-mail, etc.) on a case by case basis per request and results will be sent within (10) business days of receiving the request form and payment. However, those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public.
5. **BACKGROUND CHECKS** may be performed upon request and are \$25.00 *per individual requested to be searched*. This fee will be charged no matter if the search yields results or not and does not include any copy fees, etc. There is no guarantee that our office will yield any results for the individual being searched and this office makes no guarantee that any results yielded are the complete record for the individual. A background check will show the individual's name, offense date, the charge and the disposition of the case, if any. However, those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public. The Clerk's office will complete any requested BACKGROUND CHECK as soon as practical, but within ten (10) business days of receiving the request form and payment.
 - a. The minimum information needed for a background check is

CALHOUN COUNTY CLERK'S OFFICE
RECORD INSPECTION REQUEST FORM

REQUESTER NAME: _____

DATE: _____

REQUESTER ADDRESS: _____

REQUESTER EMAIL: _____

REQUESTER PHONE NUMBER: _____

CASE PARTIES (IF KNOWN): _____

CASE NUMBER (IF KNOWN): _____

CASE YEAR (IF NOT KNOWN, ESTIMATE) _____

PLEASE SPECIFY IN DETAIL, IF POSSIBLE, WHICH RECORDS ARE SOUGHT FOR INSPECTION:

***WILL YOU DESIRE COPIES OF THESE RECORDS? YES/NO**

***WILL YOU DESIRE THESE RECORDS TO BE CERTIFIED? YES/NO**

I hereby understand and agree that those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public.

*I understand that copies of records are available at \$5.00 for 1-20 pages and \$.50 for each additional page *per case*. Certified copies will have an additional \$5.00 fee added *per case*.

I also understand that the Calhoun County Clerk's Office may only search records in our Clerk's record.

REQUESTOR

DATE

CALHOUN COUNTY CLERK'S OFFICE
RECORDS SEARCH REQUEST FORM

REQUESTER NAME: _____

DATE: _____

REQUESTER ADDRESS: _____

REQUESTER EMAIL: _____

REQUESTER PHONE NUMBER: _____

CASE PARTIES (IF KNOWN): _____

CASE NUMBER (IF KNOWN): _____

CASE YEAR (IF NOT KNOWN, ESTIMATE) _____

PLEASE SPECIFY IN DETAIL, IF POSSIBLE, WHICH RECORDS ARE SOUGHT FOR THE SEARCH:

***WILL YOU DESIRE COPIES OF THESE RECORDS? YES/NO**

***WILL YOU DESIRE THESE RECORDS TO BE CERTIFIED? YES/NO**

I hereby understand and agree that Record Searches performed by the Calhoun County Clerk's Office are \$25.00 *per record requested to be searched*. I also understand that those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public, no matter if I have already paid the fee.

I understand that there is NO GUARANTEE that the records search will yield results, and I agree to pay the fee regardless.

* I also understand that copies of records are available at \$5.00 for 1-20 pages and \$.50 for each additional page *per case*. Certified copies will have an additional \$5.00 fee added *per case*.

I understand that the Calhoun County Clerk's Office may only search records in our Clerk's record and makes no guarantee that any results yielded are the complete and total record for that individual.

REQUESTOR

DATE

CALHOUN COUNTY CLERK'S OFFICE
BACKGROUND CHECK REQUEST FORM

REQUESTER NAME: _____

DATE: _____

REQUESTER ADDRESS: _____

REQUESTER EMAIL: _____

PHONE NUMBER OF REQUESTER: _____

LEGAL NAME OF INDIVIDUAL YOU WISH TO HAVE SEARCHED:

ALIAS AND/OR MAIDEN NAME OF INDIVIDUAL, IF ANY:

DATE OF BIRTH OF INDIVIDUAL: _____

SOCIAL SECURITY NUMBER OF INDIVIDUAL (PREFERRED): _____

* EXPEDITED? (**ADDITIONAL \$25.00 FEE**) YES/NO

*WILL YOU DESIRE COPIES OF THE RESULTS? YES/NO

*WILL YOU DESIRE THESE RECORDS TO BE CERTIFIED? YES/NO

I hereby understand and agree that Background Checks performed by the Calhoun County Clerk's Office are \$25.00 *per individual requested to be searched*. I also understand that those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public, no matter if I have already paid the fee.

I understand that there is NO GUARANTEE that the background search will yield results, and I agree to pay the fee regardless.

*I also understand that copies of records are available at \$5.00 for 1-20 pages and \$.50 for each additional page *per case*. Certified copies will have an additional \$5.00 fee added *per case*.

I understand that the Calhoun County Clerk's Office may only search individual's records in our Clerk's record and makes no guarantee that any results yielded are the complete and total record for that individual.

REQUESTOR

DATE

WITNESS

DATE

Information Sheet

Please submit a completed form for each party/record with payment. You may mail your completed form and payment to our office or submit your request in person. A personal check, money order or cashier's check is accepted by mail. A personal check, money order, cashier's check or cash is accepted if in person.

Please make check/money order/cashier's check payable to: Calhoun County Circuit Clerk

For records in Family Court (Domestic Relations - DR, Child Support – CS, Juvenile – JU) mail form and payment to:

Kim McCarson, Circuit Clerk
Family Court Division
Calhoun County Courthouse
25 W. 11th St. Suite 500
Anniston, AL 36201

Family Court contact: 256-231-1740

For records in Circuit Court (Civil - CV, Criminal - CC) mail form and payment to:

Kim McCarson, Circuit Clerk
Circuit Court Division
Calhoun County Courthouse
25 W. 11th St. Suite 300
Anniston, AL 36201

Circuit Court contact: 256-231-1750

For records in District Court (Civil - DV, Small Claims - SM, Criminal - DC, Traffic - TR) mail form and payment to:

Kim McCarson, Circuit Clerk
District Court Division
Calhoun County Courthouse
25 W. 11th St. Suite 260
Anniston, AL 36201

District Court contact: 256-231-1850