

# Police Department Records

**The Records Division is responsible for releasing criminal incident reports and traffic accident reports to certain individuals as well as performing record checks (background checks)**

Office hours – Monday through Friday 8:00 a.m. til 5:00 p.m. (Closed for lunch 12:00 p.m. until 1:00 p.m.)

## General Statements:

The release of police reports are based on certain criteria. Please contact the records clerk with your request.

The records clerk does not have the records pertaining to traffic tickets issued. Please refer any traffic ticket questions to the Jacksonville Municipal Court Magistrate at [jaxcourtclerk \[at\] cableone.net](mailto:jaxcourtclerk@jaxcableone.net).

Questions concerning background arrest history should be directed to the records clerk.

The records clerk cannot conduct an arrest background history through the N.C.I.C. The records clerk can only verify an arrest history on file with the Jacksonville Alabama Police Department.

The records clerk cannot conduct a driver history through the State of Alabama.

## Fingerprinting Services

The Jacksonville Police Department provides limited fingerprinting services for those citizens who require prints for job applications or other agencies. Fingerprinting services are available every day Monday thru Friday from 8:00 a.m. to 3:30 p.m. The cost for each fingerprint card is \$10.00. Citizens will be required to display a government issued identification before obtaining fingerprints. The I.D must have a photo on it!

[Micki Lipscomb](#)

Records Clerk

256-435-6448 [Email](#)