



NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD

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BURGLAR ALARM BUSINESS LICENSE INFORMATION

Dear Inquirer:

Thank you for your interest in applying for an Alarm Systems Business License. The following information is provided to give you a quick review of the licensing requirements. However, as an applicant and potential licensee, you are expected to meet all the requirements of the Alarm Systems Licensing Act, G.S. 74D and the Administrative Rules and Regulations, 14B NCAC 17. (A copy is enclosed.)

I. Burglar Alarm Business License Experience

- A. Burglar Alarm Experience - Applicant must establish to the Board's satisfaction two years experience within the past five years in alarm systems installation, service, or alarm systems business management. If the applicant cannot establish this experience, the applicant must provide verification of completion of the National Burglar and Fire Alarm Association "Certified Alarm Technician Level I" course.

If the applicant cannot establish to the Board's satisfaction the above experience, the applicant must provide verification of successful completion of the National Burglar & Fire Alarm Association Level I certification course. To apply for the course, you should contact the North Carolina Electronic Security Association at (919) 459-2079 for information.

Important Note: The Level I Course must be taken through the NC Electronic Security Association in the State of North Carolina. Level I courses taken in any other states are not acceptable.

- B. Low Voltage Experience - An applicant or an employee of the company in which the applicant intends to do business, must hold a North Carolina Electrical Contractors License in one of the following categories: Unlimited, Limited, Intermediate, or the SP-Low Voltage. If the applicant does not hold one of the above licenses or the company does not employ an individual with one of the above licenses, the applicant should contact the North Carolina State Board of Examiners of Electrical Contractors at (919) 733-9042 to apply for one of the above licenses.

- II. Be at least 18 years of age and a high school graduate or equivalent.
- III. Be a US citizen or resident alien.
- IV. Be of good moral character and temperate habits. (No criminal record, Etc.)

If, after reviewing the above requirements, you determine that you qualify, the following information and documentation must be submitted with your online application (use this as a check list):

- A. Complete the online application. (ASLB Online Applications (link: <https://aslbapplication.permitium.com/aslb/start>))
- B. One completed Federal Bureau of Investigation Form FD 258 fingerprint card. (All data must be complete, accurate and readable.) Please e-mail Board Secretary Cynthia Anthony at cynthia.anthony@ncdps.gov in order to request a fingerprint card. You will need to provide a mailing address when requesting the fingerprint card.
- C. A digital photograph will need to be uploaded with your application. The photograph must be current with no caps or hats being worn. Paper photographs, polaroids' and other similar types of photos are not acceptable.
- D. Proof of high school graduation, general education certificate or proof of graduation from an accredited college or university. (Document must be uploaded during the application process)
- E. Documentation verifying legal resident alien status (if not a US citizen). (Document must be uploaded during the application process)

- F. DD 214 (if veteran or discharged). If you are currently in the military, you must submit a letter from your commanding officer. (Document must be uploaded during the application process)
- G. A \$150.00 non-refundable application fee and an additional \$38.00 fee for an SBI/FBI fingerprint check will be payable upon the completion of the online application.
- H. A copy of your company's current North Carolina Electrical Contractors license. (Document must be uploaded during the application process)
- I. Applicants must sign two release statements. A signed and notarized ASL release of records form provided by this office. In addition the applicant must sign the SBI release of records information form. (Document must be uploaded during the application process)
- J. All applicants must obtain a criminal record check for the past sixty (60) months. All criminal records **must** be obtained from <https://crclicensing.com/site/ppsb>. You must order your criminal record via the internet. For any additional questions, call 1-877-272-0266, ext. 1029.
- K. Every business entity must obtain a company business license to engage in an alarm systems business within North Carolina. There is no fee for issuance of the company business license. The only business that is exempted from the rule is a sole proprietorship where the owner is the licensee. Attach the proper forms either the Certificate of Authority from the North Carolina Secretary of State if out of state corporation or a copy of your Articles of incorporation if it is a North Carolina Corporation. Complete company business application, if applicable. (Document must be uploaded during the application process)
- L. The enclosed Personal Reference Questionnaire is to be completed by each of the references you have listed on the application. (Document must be uploaded during the application process)

If you have any further questions, you should contact the Licensing Unit of the North Carolina Alarm Systems Licensing Board at (919)788-5320.

Sincerely,



Brian R. Jones
Director

Enclosures