

NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD

4901 Glenwood Avenue • Suite 200
Raleigh, North Carolina 27612
Phone: (919) 788-5320 • Fax: (919) 788-5365
E-Mail: PPSASL@ncdoj.gov
Web Page: www.ncdoj.gov/ASL.aspx



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, 12 NCAC 11. (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.

1. 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) 465-2021 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, you must then submit the following (use this as a check list):

- A. A completed application form. (Do not leave any blanks. Incomplete applications could delay the process.)
- B. One completed Federal Bureau of Investigation Form FB 258 fingerprint card. (All data must be complete, accurate and readable.)

C. **E-mail a digital photograph to the PPS office [e-mail address is PPSASL-Photos@ncdoj.gov]. Digital photographs must be submitted in *jpeg (.jpg) format and the licensee's full name with the last name first, last four digits of licensee's social security number and state the type of license when naming the .jpg photograph for proper identification, [example: Doe.John.Joseph.1234.Licensee.jpg]. 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.
- E. Documentation verifying legal resident alien status (if not a US citizen).
- F. DD 214 (if veteran or discharged). If you are currently in the military, you must submit a letter from your commanding officer.
- G. A \$150.00 non-refundable application fee and an additional \$38.00 fee for an SBI/FBI fingerprint check. Must be paid by check or money order payable to the Alarm Systems Licensing Board.

****IMPORTANT NOTE: Pursuant to G.S. 25-3-506, a \$25.00 processing fee will be charged for checks submitted to the ASL Board on which payment has been refused due to insufficient funds or the bank account has been closed.***

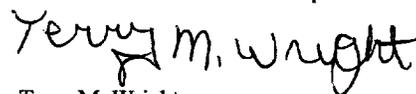
- H. A copy of your company's current North Carolina Electrical Contractors license.
- I. Applicants must sign two release statements. A signed and notarized ASL release of records form provided by this office. In addition the applicant must sign the SBI release of records information form.
- J. North Carolina Residents shall obtain a criminal record check from the Clerk of Court or from the current on-line vendors listed on the Administrative Office of the Courts web site. Criminal records are required for each county of residence for the past forty-eight (48) months and must not be over sixty (60) days old when received in the Administrative office.

Out-of-state applicants must submit an out-of-state criminal record for each county of residence for the past forty-eight (48) months. The criminal record must not be over sixty (60) days old when received in the Administrative office. All out-of-state criminal records **must** be obtained from Criminal RecordCheck.com. You may order your criminal record via the internet at www.ASLBcheck.com or 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. Complete company business application, if applicable.
- L. The enclosed Personal Reference Questionnaire is to be completed by each of the references you have listed on the application. The questionnaire is to be completed by the reference only and must be mailed in with your application to Private Protective Services, 4901 Glenwood Avenue, Suite 200, Raleigh, NC 27612.
- M. Applicants must enclose an Equifax credit check run within 30 days of the license application submission date.

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,



Terry M. Wright
Director

Enclosures