

# **North Carolina State Licensing Guide Alarm System Business License**

## **Who needs a license?**

Any person, firm, association, or corporation engaging in or holding themselves out as engaged in an alarm system business. Licensing occurs under a specific company name. All employees of the company must be registered with the North Carolina Alarm Systems Licensing Board to conduct alarm business activity for the company.

## **Who is the administrative authority?**

The North Carolina Alarm System Licensing Board.

## **How often does the license need to be renewed?**

Every two years.

## **Law Reference:**

N.C. General Statute 74D-2 (1999)

[http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_74D.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_74D.html)

Licensing Board's administrative rules and regulations

<http://reports.oah.state.nc.us/ncac.asp?folderName=\Title%2012%20-%20Justice\Chapter%2011%20-%20Alarm%20Systems%20Licensing%20Board>

## **What are the requirements for obtaining a license?**

- 1) All applicants must be at least 18 years of age with a high school degree or equivalent.
- 2) Be a US citizen or a resident alien.
- 3) Be of good moral character with temperate habits (must submit a criminal record report).
- 4) Applicant must establish to the Board's satisfaction two years experience within the past five years in alarm system installation, service or alarm system business management. If the applicant cannot establish this experience, the applicant must provide verification of completion of the Electronic Security Association "Certified Alarm Technician Level 1" course. To apply for the course, you may contact the North Carolina Electronic Security Association at (919) 465-2021 for information.
- 5) 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 Special Restricted Fire Alarm/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.

**Applying for a License** If after reviewing the above requirements, you determine that you qualify for a license, review the application checklist for a list of items to submit to the ASLB office.

## **Application Checklist**

A completed application form. (Do not leave any blanks) This application is currently only mailed from the office of the North Carolina Alarm Systems Licensing Board and is not found on their website. Please contact the Licensing Unit for a packet to be mailed to you at (919) 788-5320.

One (1) completed fingerprint card (all data must be complete and accurate and readable. The card can be obtained at Alarm Systems Licensing Board, or it can be mailed to you by request).

Submit the application to the ASLB office along with documentation to verify your experience.

E-mail a digital photo to the ASLB Office [e-mail address is [PPSASLPhotos@ncdoj.gov](mailto:PPSASLPhotos@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 the 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, Polaroid's and other similar types of photos are not acceptable.

Proof of high school graduation, general education certificate or proof of graduation from an accredited college or university.

If you are not a US citizen, you must supply documentation verifying legal resident alien status.

DD214 (if veteran or discharged). If you are currently in the military, you must submit a letter from your commanding officer.

\$150.00 non-refundable application fee and an additional \$38.00 fee for an SBI/FBI fingerprint check, which must be made payable by check or money order to the North Carolina Alarm System Licensing Board. **\*IMPORTANT NOTE: PURSUANT TO G.S. 25-3-506, A \$25.00 PROCESSING FEE WILL BE CHARGED FOR CHECKS SUBMITTED TO THE PPS BOARD WHICH PAYMENT HAS BEEN REFUSED DUE TO INSUFFICIENT FUNDS OR BANK ACCOUNT HAS BEEN CLOSED.**

If applicable, a copy of your company's current North Carolina Electrical Contractor's License.

A signed and notarized release of records form. In addition, the applicant must sign the SBI release of records information form as well.

Statements of the result of a local criminal history records search from the Clerk of Superior Court or appropriate governmental authority in each county where the applicant has resided within the immediate preceding 48 months. The criminal record check must be an original and have an original stamped seal. The criminal record check must not be over 60 days old upon receipt by the ASLB Administrative Offices.

<http://www.ncdoj.com/getdoc/32ff60d4-96de-4b2a-b98a-da2607bedf9d/ASLB-Certification-of-Criminal-Record-Review.aspx> The ASLB office also accepts online criminal record checks for NC residents or counties only. Approved providers are located on the NC Administrative Office of Courts website <http://www.nccourts.org/Citizens/GoToCourt>

Application for a company business license. (Every business, except a sole proprietorship, is required to have a company business license issued by the Board. An individual license is required.)

Prior to receiving a license, it is important that all applicants review the Alarm System Licensing Act N.C.G.S.74-D and the administrative rules of the Alarm System Licensing Board 12 N.C.A.C.11 listed above under the heading **Law Reference**.

Once the application is approved there is a \$375.00 new license fee. This is also the same for renewal licenses.

An insurance policy providing at least the following minimum limits of public liability coverage, as authorized by G.S. 74D-9(d).

[http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_74D.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_74D.html)

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

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