

North Carolina Locksmith Licensing Board

P.O. Box 10972
Raleigh, NC 27605
ph: 919-838-8782
fax: 919-833-5743

www.nclocksmithboard.org

Application Checklist

Locksmith Apprentice License

In order to qualify for a Locksmith Apprentice License, applicants must be 18 years or older, of good moral and ethical character, pay the required fees and be under the supervision of a Licensed Locksmith.

All required supporting documents must be included with your application. Applications submitted without required documents will not be processed until all required materials are submitted. Make sure that all the following documents are enclosed with your *completed application form*:

- _____ A copy of your legal resident alien documents, if you are not a US Citizen.
- _____ Complete and accurate explanations of any affirmative answers on questions 13-16.
- _____ 2 photographs 1" X 1", taken within the 3 months preceding application.
- _____ A fingerprint card completed by your County law enforcement office (be sure to fill in all fields as shown on the sample).
- _____ A certified criminal history report from your county of residence, and from the county in which you are employed (if different).
- _____ A copy of your last military discharge papers (DD-214 or equivalent), if applicable.
- _____ Notarized Authorization for release of records form.
- _____ Completed and signed Authority for Release of Information for state and federal record check.
- _____ Notarized Statement of Supervision form, completed by your Licensed employer.
- _____ A check or money order for \$138 (\$100 license fee + \$38 for SBI/FBI record check), payable to NC Locksmith Licensing Board.
Returned checks are subject to a \$25 fee. In the event that the check accompanying your application is returned unpaid, the processing of your application will be halted until both the check amount and the returned check fee are paid in full.
- _____ Make a copy of your application and all supporting documents for your records.
- _____ Read "Obligations of Apprentice Licensees." File this for your records.

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Application for Locksmith Apprentice License (in accordance with G.S. 74-F, S.L. 03-350)

1. Name _____
(first) (middle) (last)

2. Place of Birth _____ Date of Birth _____
(county, if US) (state or country)

3. Are you a US Citizen? _____ Resident alien? _____
Other?(indicate) _____

(Note: if not a US citizen, you must provide copies of documentation verifying legal resident alien status.)

4. Current Residential Address (must be a physical address, not a P.O. Box)

(street number and name) (city) (county) (state) (zip)

5. Mailing Address (if different from residential address. P.O. Box acceptable)

(Box # or street address) (city) (county) (state) (zip)

6. Telephone: Home () _____ Business () _____

7. Additional contact information: Fax () _____ e-mail _____

8. List the name, address and phone number of the company in which you are currently employed:

Legal (corporate) name dba, if different

address city county state zip

Phone number () _____ Date of hire: _____

Name _____
(first) (middle) (last)

9. List the full name and license number of the Licensed Locksmith who has agreed to supervise your training and accept responsibility for the quality of your work. *This locksmith must complete and return the enclosed Statement of Supervision. It must be notarized.*

(first) (middle) (last) (license #)

10. Address History:

List all residences during the past 5 years, beginning with your current home address. Use additional sheets if needed.

From (month/year)	To (month/year)	Address	County	State	Zip
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

11. Character references. You must supply a complete address and telephone number for two unrelated and disinterested individuals:

Name: _____ Phone: _____
Home address: _____
Business address: _____
Nature and length of relationship: _____

Name: _____ Phone: _____
Home address: _____
Business address: _____
Nature and length of relationship: _____

Name _____
(first) (middle) (last)

12. Do you possess a valid motor vehicle operator's license? Yes _____ No _____

License number _____ State _____

If you answer any of the following questions "YES", you must provide complete details on a separate page.

YES NO

___ ___ 13. Have you ever been involuntarily dismissed, fired, or allowed to resign in lieu of firing as a result of theft, embezzlement, or any alleged act that could have resulted in criminal prosecution? (Including discharge from military service)

___ ___ 14. Have you ever been convicted or pled guilty to a criminal offense other than a minor traffic violation? (Including convictions for DWI)

___ ___ 15. Have you ever been convicted or pled guilty at a court-martial while a member of the Armed or Reserved Forces?

___ ___ 16. Have you ever been denied any license or had any license revoked in any state, including North Carolina? (Including your driver's license)

___ ___ 17. Have you ever served in any branch of the US Military Services?
If yes, enclose a copy of your last Form DD-214 or equivalent.

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Authorization for release of records

I, _____, hereby request that all military organizations, professional associations, educational institutions, government agencies, and my present and former employers release and furnish to the North Carolina Department of Justice and/or the Locksmith Licensing Board all records and other information concerning me. The above mentioned agencies are currently conducting a personal background investigation to determine my suitability for a Locksmith License. Your assistance and cooperation will be greatly appreciated. A copy of this signed and notarized authorization shall be as effective and valid as the original.

This the _____ day of _____, 20_____.

Applicant

Sworn and subscribed before me, this
the _____ day of _____, 20_____.

Notary Public
My commission expires _____

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Statement of Apprentice Supervision

I, _____, Locksmith License # _____
accept full responsibility for the training and supervision of _____
_____ as an Apprentice Locksmith for a period not to
exceed three years. I understand that any complaints filed with the North Carolina
Locksmith Licensing Board (NCLLB) which are determined to result from improper
training or inadequate supervision of the above named Apprentice may result in
disciplinary action against my Locksmith License. Further, I understand that it is my
right to discontinue my supervision of the Apprentice at any time. If this occurs, it is
my sole responsibility to notify the NCLLB immediately in writing. I understand
that my responsibility for the actions of the Apprentice does not cease until the
Apprentice obtains his own Locksmith License or I have notified the NCLLB of the
termination of the supervision of the listed Apprentice.

This the _____ day of _____, 20_____.

Licensed Locksmith

Sworn and subscribed before me, this
the _____ day of _____, 20_____.

Notary Public
My commission expires _____

AUTHORITY FOR RELEASE OF INFORMATION
State and Federal Record Check

I authorize the North Carolina Department of Justice through the State Bureau of Investigation, Division of Criminal Information to perform a fingerprint search of the State's criminal history record file and a fingerprint search of the Federal Bureau of Investigation's files for a national criminal history record check with the NC Locksmith Licensing Board for licensure as registered locksmiths pursuant to N.C.G.S. 74F-18.

(Print or Type)

Last Name	First	Middle	Maiden
_____	_____	_____	_____
Social Security Number	Date of Birth	Sex	Race
_____	_____	_____	_____

I understand that the North Carolina State Bureau of Investigation, Division of Criminal Information, and its officials and employees shall not be held legally accountable in any way for providing this information to the NC Locksmith Licensing Board, and I hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the NC Locksmith Licensing Board cannot provide a **hard copy** of the results of this criminal history record check to me.

Applicant's Signature

Date

This request form must be kept on file for one (1) year from the date the fingerprints were submitted to the SBI. Please mail the transmittal letter and the fingerprint card to:

State Bureau of Investigation
Identification Section/Applicant Unit
Post Office Box 29500
Raleigh, North Carolina 27626-0500

ORI # LOCKSM000 - NC LOCKSMITH LICENSING BOARD

Locksmith Board
September 2003

SBI FINGERPRINT CARD CHECK - \$14.00 _____
FBI FINGERPRINT CARD CHECK - \$24.00 _____

APPLICANT		LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK			FBI	LEAVE BLANK
SIGNATURE OF PERSON FINGERPRINTED		ALIAS AKA	LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME		
RESIDENCE OF PERSON FINGERPRINTED		OR I	NCBCI0000 ST BU OF INV RALEIGH, NC			DATE OF BIRTH DOB Month Day Year	
DATE						CITIZENSHIP CTZ	SEX
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		ID NO. OCA <u>Locksm000</u>		LEAVE BLANK			
EMPLOYER AND ADDRESS <u>NC Locksmith Licensing Board</u>		ID NO. FBI		CLASS _____			
REASON FINGERPRINTED <u>Locksmith licensees NCGS 74F-18 State & federal</u>		ARMED FORCES NO. MNU		REF _____			
		SOCIAL SECURITY NO. SOC					
		MISCELLANEOUS NO. MNU					

Sample Card									
Fill out all <input checked="" type="checkbox"/> fields									
and copy what is written in.									
state & federal									
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY			L THUMB		R THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY		