

Renewal Application Checklist

_____ I have enclosed a check or money order for the correct amount.

If application postmarked at least 90 days before your license expires: \$100.00

If application is postmarked less than 90 days before your license expires: \$250.00

If your license has already expired: \$400.00

_____ I have answered all questions completely and accurately and signed the application.

_____ I have attached explanations for all affirmative responses to questions 8-12.

_____ I have enclosed a copy of my most recent DD-214, if applicable.

_____ I have enclosed an official criminal history report from a law enforcement agency or clerk of court in my home county, and from my county of employment (if different).

_____ I have completed the Authorization for Records Release form and had it notarized.

_____ I have attached a completed Continuing Education Log. (You may enclose copies of certificates proving your participation in continuing education classes. If you do not enclose them, the Board may ask you to provide them later.)

_____ I have enclosed a doctor's note certifying my inability to fulfill all the continuing education requirements, if applicable.

_____ I have enclosed a frontal facial photograph of myself taken within the last 3 months.

North Carolina Locksmith Licensing Board

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

**Application for Renewal of Locksmith License
(in accordance with G.S. 74-F)**

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

2. NCLLB License Number: _____ Expiration
Date _____

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

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

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

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

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

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

7. List the name, address and phone number of the company in which you are currently employed and your status there:

Legal (corporate) name dba, if different

address city county state

Phone number () _____ Are you an owner/partner/officer? ____
Employee? ____

Name _____
(first) (middle) (last)

If you answer any of the following 5 questions “YES”, you must provide a complete details on a separate page.

Since you applied for your Locksmith License approximately 3 years ago:

YES NO

___ ___ 8. Have you 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)

___ ___ 9. Have you been convicted or pled guilty to a criminal offense other than a minor traffic violation? (Including convictions for DWI)

___ ___ 10. Have you been convicted or pled guilty at a court-martial while a member of the Armed or Reserved Forces?

___ ___ 11. Have you ever denied any license or had any license revoked in any state, including North Carolina? (Including your driver’s license)

___ ___ 12. Have you been subjected to disciplinary action by the Locksmith Licensing Board ?

13. Since you applied for your Locksmith License approximately 3 years ago, have you been discharged from any branch of the US Military Services? Yes ___ No ___

If yes, enclose a copy of your last Form DD-214 or equivalent.

14. Have you completed the specified number of Continuing Education hours required? Yes ___ No ___. *Complete the Continuing Education Log form, attached.*

I hereby certify that all answers and statements in this application and the supporting documents provided are true and accurate to the best of my knowledge. I am aware that should an investigation disclose any misrepresentation or falsification, my application for licensure may be denied or my license revoked.

I have read and fully understand the obligations of licensees. I agree to abide by the Locksmith Licensing Act and the Rules established by the North Carolina Locksmith Licensing Board, including the Code of Ethics.

Signature: _____ Date: _____

Important notice: Pursuant to G.S. 25-3-506, a \$25.00 processing fee will be charged for any check submitted to the NC Locksmith Licensing Board on which payment has been refused due to insufficient funds or the closure of the account.

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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 _____