

## North Carolina Locksmith Licensing Board

P.O. Box 10972  
Raleigh, NC 27605

phone: 919-838-8782 | fax: 919-833-5743

[www.nclocksmithboard.org](http://www.nclocksmithboard.org)

### Obligations of Licensees

By submitting your application and accepting the license issued by the Board, you become obligated to abide all the provisions of the Statute and by the Rules established by the Board, including the Ethical Standards.

***Here is a basic list of those obligations. Please keep this list for future reference.***

1. You must make your license available for inspection at all job sites.

Generally, the Board recommends wearing it as an ID badge at all times while performing locksmith services.

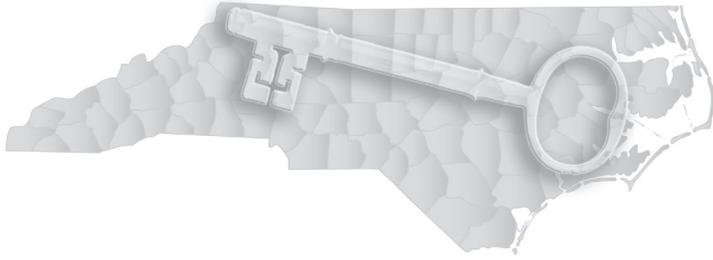
2. If you have any unlicensed employees, you must see to it that they never perform locksmith services requiring a license unless a licensed locksmith is present to provide direct supervision of their work. You must see to it that your employees have a valid license before allowing them to perform locksmith services without direct supervision by a licensed locksmith.

3. If you have any employees, licensed or not, you are required to provide the Board with a list of those employees if they have access to any locksmith tools, customer keys, or key records. You must notify the Board within 30 days of any changes to this list of employees.

4. You are obligated to uphold the Ethical Standards imposed by the Board. This is section .0500 of the Rules. Read it carefully. Violations of the Ethical Standards can result in disciplinary action by the Board, including revocation of your license.

5. The Statute and Rules spell out standards for verifying and recording the identity and authority of persons requesting entry into properties (vehicles, buildings, safes, etc.) with the assistance of a locksmith. You are obligated to comply with these standards.

6. It will be your responsibility to comply with any continuing education requirements the Board establishes and to apply for license renewal before your license expires.



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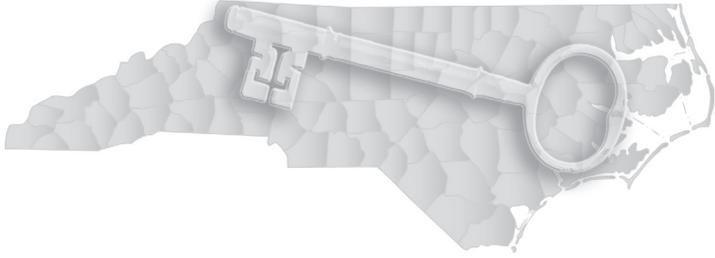
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### Application Checklist for Renewal of Locksmith License

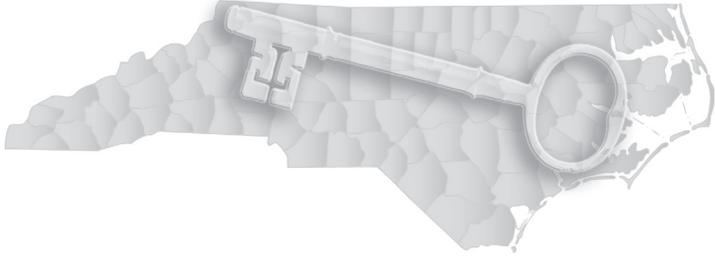
All required supporting documents must be included with your application. Applications submitted without required documents will not be processed until all required materials are submitted. Make sure that all the following documents are enclosed with your completed application form:

FEES	
	<p><b>I have enclosed a check or money order for the correct amount.</b></p> <p><input type="checkbox"/> If application postmarked at least 30 days before your license expires: \$100.00</p> <p><input type="checkbox"/> If application is postmarked less than 30 days before your license expires: \$250.00</p> <p><input type="checkbox"/> If your license has already expired: \$400.00</p>
APPLICATION	
	I have answered all questions completely and accurately and signed the application.
	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).
	<b>I have completed the Authorization for Records Release form and had it notarized.</b>
PHOTO	
	I have enclosed a frontal facial photograph of myself taken within the last 3 months or emailed a photo to the Board's Executive Director.
CONTINUING EDUCATION	
	<p><input type="checkbox"/> I have attached a completed Continuing Education Log with 24 hours of education credit documented. <i>(You <b>must</b> enclose copies of certificates proving your participation in continuing education classes. If you do not enclose them, the Board <b>will not</b> process your renewal until they are provided.)</i></p>
OR	<p><input type="checkbox"/> I have attached a photocopy of my valid ID including photo and birth date for exemption from CEU requirements because I meet <b>all</b> of the criteria: <b>1) Over 62 years of age, 2) Fifteen (15) years of experience as a locksmith, 3) Nine (9) years as a North Carolina licensed locksmith, and 4) Not currently under investigation by the NCLLB.</b></p>
	<p><input type="checkbox"/> I have enclosed a doctor's note certifying my inability to fulfill all the continuing education requirements, <b>if applicable.</b> <i>(By statute, you may only be exempted from 8 hours of continuing education)</i></p>
	<p><input type="checkbox"/> I have enclosed a copy of my most recent military DD-214 if I have been recently deployed and have been unable to earn all the necessary CEU for renewal, if applicable.</p>
OR	<input type="checkbox"/> I have attached 8 hours of CEU. <b>(Expired licensed only)</b>

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

1.	<b>Name:</b>			
	(first)	(middle)	(last)	
2.	<b>NCLLB License Number:</b>	<b>Expiration Date:</b>		
3.	<b>Current Residential Address</b> (must be a physical address, not a P.O. Box):			
a)				
	(street number and name)			
b)				
	(city)	(county)	(state)	(zip)
4.	<b>Mailing Address</b> (P.O. Box acceptable): This address will appear on your photo ID card.			
a)				
	(street number and name)			
b)				
	(city)	(county)	(state)	(zip)
5.	<b>Telephone contact:</b>	Home:	Business:	
6.	<b>Additional contact information:</b>	Fax:	e-mail:	



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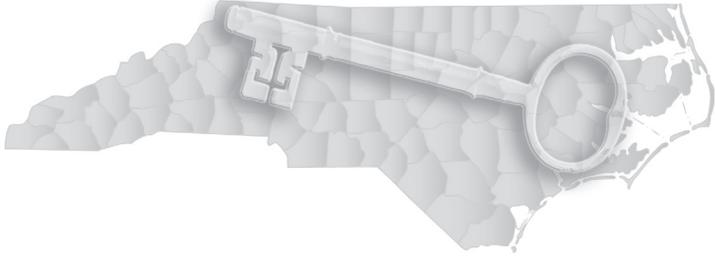
APPLICANT: (first) / (middle) / (last)

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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	
a)			
	(street number and name)		
b)			
	(city)	(county)	(state) (zip)
c)	Phone number:	Are you an owner / partner / officer ? _____ Employee? _____	

***If you answer any of the following questions “YES,” you must provide a complete details on a separate page. Please read carefully. False information can lead to denial of license.***

	YES	NO	<b><i>Since you applied for your Locksmith License approximately 3 years ago:</i></b>
8.			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)
9.			Have you ever been convicted or pled guilty to a criminal offense other than a minor traffic violation <b>in any state</b> ? (Including convictions for DWI)
10.			Have you ever been convicted or pled guilty at a court-martial while a member of the Armed or Reserved Forces?
11.			Have you ever been 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?

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APPLICANT: (first) / (middle) / (last)

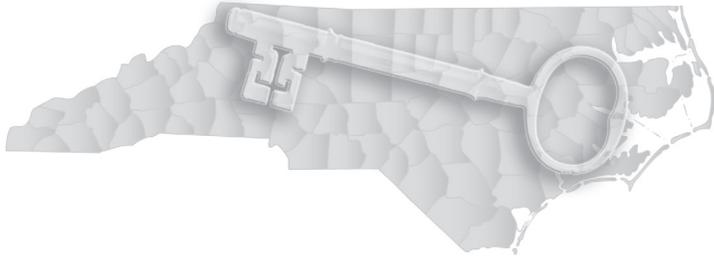
13.			Since you applied for your Locksmith License approximately 3 years ago, have you discharged from any branch of the US Military Services? <b>If yes, enclose a copy of your last DD-214 or equivalent.</b>
14.			Have you completed the specified number of Continuing Education hours required? Your license will not be renewed unless you provide documentation required to be exempt from CEU requirements.

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:
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***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.

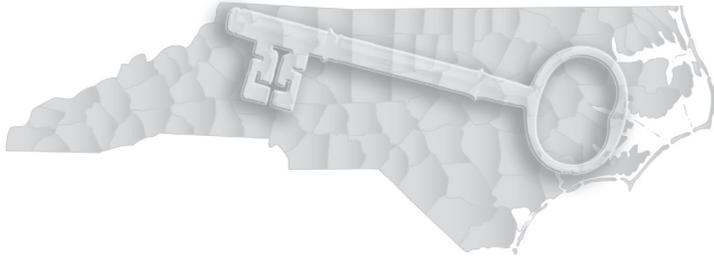
This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



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### Continuing Education Log NC Locksmith Licensing Board

NAME: \_\_\_\_\_

NCLLB #: \_\_\_\_\_

Date	Times	Location	Topic	Instructor	Sponsor	Contact Hours	
Be sure to retain certificates for all classes!						Total Hours	

