

## SECTION .0400 - LICENSING REQUIREMENTS

### 21 NCAC 29 .0401 APPLICATION FORM

(a) All applications for licensure shall be submitted on the form found on the Board website for this purpose. The application shall request the applicant's name, address, and contact information.

(b) Applications shall be accompanied by the following:

- (1) two frontal photos of the applicant's face, taken within the preceding three months;
- (2) documentation that the applicant has submitted the applicant's fingerprints to the applicant's local law enforcement for submission of the fingerprints to be delivered by local law enforcement directly to the SBI or a copy of the applicant's fingerprints to the Board;
- (3) a completed examination registration request containing the requested exam date;
- (4) a written explanation of affirmative responses to questions on the application regarding criminal history and military service, if applicable;
- (5) payment in full of all applicable fees;
- (6) a copy of the applicant's legal resident documents, if the applicant is not a U.S. citizen;
- (7) a copy of a Locksmith License from another state, if applicable;
- (8) a copy of the applicant's military discharge document (DD-214 or equivalent), if the applicant has served in any branch of the armed forces;
- (9) a notarized Authorization for Records Release form provided by the State Bureau of Investigation, and found in the Locksmith License application; and
- (10) a copy of any national locksmith certifications, if applicable.

*History Note:* Authority G.S. 74F-6; 74F-18(b);  
Temporary Adoption Eff. August 13, 2002;  
Eff. August 1, 2004;  
Readopted Eff. June 1, 2017.