

## **21 NCAC 29 .0202 APPLICATION REQUIREMENTS**

(a) Applicants must register for an examination on the form prescribed by the Board. The application must be submitted to the Board's office at least 15 days before the requested examination date.

(b) To apply for a license, an individual must submit the following to the Board:

- (1) all applicable fees as set forth in Rule .0201 of this Section; and
- (2) a completed license application, as described in Paragraph (c) of this Rule.

(c) A license application for an individual shall contain the following:

- (1) the person's name;
- (2) the person's place of birth, date of birth, social security number, and citizenship status;
- (3) the person's current physical address, mailing address, telephone number, email address, and website;
- (4) the person's out-of-state licenses or certifications held, if any;
- (5) a list of all addresses at which the applicant has lived during the past five years;
- (6) the name, email address, home address, and length of relationship of two character references;
- (7) whether the applicant possesses a valid motor vehicle operator's permit and, if so, the license number and issuing state;
- (8) whether the applicant:
  - (A) has ever been involuntarily dismissed, fired, or allowed to resign in lieu of firing as a result of theft, embezzlement, or any alleged act that, if true, could have resulted in criminal prosecution;
  - (B) has ever been charged, convicted, or pled guilty to a criminal offense other than a minor traffic violation in any state;
  - (C) has ever been convicted or pled guilty at a court-martial while a member of the Armed or Reserved Forces;
  - (D) has ever been denied any professional license or had any professional license revoked in any state, including North Carolina; or
  - (E) has ever served in any branch of the US Military Services, and, if so, a copy of the applicant's Form DD-214 or equivalent;
- (9) the applicant's affirmation that all answers and statements in the application and supporting documents provided are true and accurate to the best of the applicant's knowledge. That the applicant understands the Board may verify and investigate such information, and that any material omission, misrepresentation, or falsification is grounds for the Board's denial of the license application or revocation of a license;
- (10) the applicant's agreement that he or she has fully read the obligations of a licensee and will abide by the North Carolina Locksmith Licensing Act and the rules duly promulgated by the Board;
- (11) the applicant's signature and the date;
- (12) the applicant's signed and notarized authorization for release of records related to the applicant's military, education, and employment history;
- (13) the business name and trade name, address, website, and federal Employer Identification Number ("EIN") of the businesses under which the applicant is providing locksmith services; and
- (14) a signed electronic fingerprint submission to authorize the North Carolina State Bureau of Investigation to perform a national criminal history record check.

*History Note:* Authority G.S. 74F-6; 74F-7;  
Temporary Adoption Eff. November 13, 2002;  
Eff. August 1, 2004;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. February 2, 2016;  
Amended Eff. June 1, 2026.