

Application for Company License, Contents and Fees

An application for a company license shall include:

1. The address of the principal office of the applicant and of each branch of the applicant located within this state.
2. The name per business location under which the applicant intends to do business as a licensee.
3. A statement explaining the extent and scope of the applicant's alarm or locksmith industry business.
4. A photograph taken by the Department of Labor or an entity approved by the Department in accordance with the licensing procedures adopted by the Department. If the applicant is a sole proprietor, the photo shall be of the applicant, or if the applicant is an entity, the photo shall be of each officer and each partner or shareholder who owns an interest in the entity of 25% or greater.
5. Two classifiable sets of fingerprints of the applicant, if the applicant is a sole proprietor, or of each officer and of each partner or shareholder who owns a 25% or greater interest in the applicant, if the applicant is an entity.
6. Such other information, statements or documents as may be required by the Commissioner.

Frequently Asked Questions ALARM AND LOCKSMITH PROGRAM

Q. Am I required to carry my current, appropriate license while performing Alarm and Locksmith Industry work?

A. Yes. Per Oklahoma Administrative Code (OAC)380:75-3-2(e), the licensee "...shall possess the State issued card any time the person is working in such capacity. The individual license shall be presented to any authorized representative of the Department of Labor or other authorities having jurisdiction..."

Q. Do I have to display my license number on my company vehicle?

A. Yes. Per OAC 380:75-3-2(d), "...The license number shall be placed on every side of the vehicle which displays the company name. Display shall be in letters and numerals of two (2) inches or more in height. The required license number and company name shall be displayed in either a temporary or permanent manner on at least one company vehicle at any job site unless exempted by a specific written request of the customer."

Q. What are the categories of licensure in the Alarm and Locksmith Industry?

A. Per OAC 380:75-3-1, "The categories of licensing in the alarm and locksmith industry shall be: (1) Burglar Alarm; (2) Residential Fire Alarm; (3) Commercial Fire Alarm; (4) Alarm Monitoring; (5) Fire Sprinkler; (6) Locksmith; (7) Electronic Access Control; (8) Closed Circuit Television; (9) Nurse Call."



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More answers to frequently asked questions may be found on our website at
[http://www.ok.gov/odol/Workforce Protection/Alarm & Locksmith /FAQ.html](http://www.ok.gov/odol/WorkforceProtection/Alarm%20Locksmith/FAQ.html)

Oklahoma Department of Labor

Alarm and Locksmith Industry Act
Informational Brochure



Mark Costello
Commissioner of Labor

This publication is issued by the Oklahoma Department of Labor as authorized by Labor Commissioner Mark Costello.

For additional details on this program please see
Administrative Rules
59 O.S. § 1800.1 et seq.
OAC 380:75

Responsibilities of Licensee

The licensee shall be responsible to the Alarm and Locksmith Industry Committee in matters of conduct of business activities covered by the Alarm and Locksmith Industry Act. The licensee shall be responsible for the activities on the part of the licensee's employees. For purposes of the Alarm and Locksmith Industry Act, improper conduct on the part of any employees which occurs within the scope of employment may be considered by the Committee as acts of the licensee.

Links to Useful Resources (PSAs, Other)

www.labor.ok.gov

www.ok.gov/odol/psa.html

www.ok.gov

www.dol.gov



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Issuance of License to Applicants- Renewal-Expiration

1. Upon receiving proper application, payment of the proper license fee and certification of recommendation by the Alarm and Locksmith Industry Committee, the Commissioner of Labor shall issue a license to the applicant. The license shall be valid for a one-year term.
2. Renewal of a license shall not prohibit disciplinary proceeding for an act committed prior to the renewal.
3. The Commissioner may adopt a system under which licenses expire on various dates throughout the year. For any change in such expiration dates, license fees shall be prorated on an appropriate periodic basis.



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License Qualifications

Any person applying for a license to engage in an alarm and locksmith industry business shall provide evidence that the individual within this state having direct supervision over the function and local operation of such alarm or locksmith industry business has the following qualifications:

1. Is at least 18 years of age.
2. Has not been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease, and has not been restored to competency.
3. Is not a habitual user of intoxicating liquors or a user of any illegal drug or controlled substance, including, but not limited to, the non-medical use of any prescription drug.
4. Has not been discharged from the Armed Services of the United States under dishonorable conditions.
5. Is of good moral character.
6. Meets other standards as may be established by the Commissioner of Labor relating to experience or knowledge of the alarm and locksmith industry.