

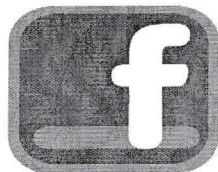
## **AESBL IMPORTANT NOTICE**

**\*\*CHANGES HAVE BEEN MADE PLEASE  
READ THE ENTIRE APPLICATION PACKET  
THOROUGHLY!!!\*\***

**\*\*YOU CAN SUBMIT APPLICATIONS AS  
SOON AS YOU RECEIVE THIS APPLICATION  
PACKET.\*\***

**\*\*YOU DO NOT HAVE TO WAIT UNTIL  
DECEMBER 31, 2016.\*\***

**AESBL WILL NOW ONLY ACCEPT  
CASHIER'S CHECKS AND MONEY ORDERS!**



**Follow us on Facebook**

**ALABAMA ELECTRONIC SECURITY  
BOARD OF LICENSURE**



**2016/2017  
APPLICATION PACKET**

**DEADLINE  
FOR  
RENEWAL**

**DECEMBER 31, 2015**

**ALABAMA ELECTRONIC SECURITY  
BOARD OF LICENSURE**  
7956 VAUGHN ROAD, PMB 392  
MONTGOMERY, ALABAMA 36116  
phone # 334-264-9388~~~fax # 334-264-9332  
e-mail~[aesbl@aol.com](mailto:aesbl@aol.com) web-site~[www.aesbl.alabama.gov](http://www.aesbl.alabama.gov)

### **The State of Alabama Electronic Security Licensing Law**

Code of Alabama, Section 34-1A, and the rules and regulations, 304-X-1-.01 through .06, promulgated by the Alabama Electronic Security Board of Licensure (AESBL) require the licensing of any person, sole proprietorship, company or corporation that installs or services locks for motor vehicles, residential or commercial use or provides sales, service, installation, maintenance or monitoring of burglar alarm systems, electronic access control systems or closed circuit TV systems. An application for a license, Branch Office License, Qualifying Agent License, Locksmith License, or Registrant License can be obtained by contacting the AESBL at the above mailing address, phone number, e-mail address or web site.

Each Company must provide AESBL with evidence of a policy of general liability insurance in the amount of at least \$250,000 and must maintain at least this amount of insurance.

All **new** applicants for licensure in year 2016/2017 or **renewal** applicants who have been arrested or convicted of a crime within the three previous years must submit a completed Form ABI-46, two completed FBI fingerprint cards and **\$39.75 (money order or cashier's check made payable to ABI)** processing fee for ABI and FBI Criminal Background Reports.

All **renewal** applicants for 2016/2017 must complete Form ABI-46 and \$25.00 **(money order or cashier's check made payable to ABI)**

AESBL will issue ID cards to Qualifying Agents, Installers, Trainees & Helpers. The registrants must have these ID cards available whenever they are meeting the public. ID cards must be produced on demand of any customer; AESBL member; law enforcement official; state, city, county code enforcement official or building inspection personnel.

**The license number of a company shall be displayed in all advertising.**

If the Code of Alabama, Section 34-1A, or any order, rule, or regulation of AESBL is violated by any person or business entity, then the person or business entity shall be guilty of a Class A misdemeanor. AESBL may fine violators up to \$1,000 per violation and may file civil action to collect the penalty.

**There is no licensing reciprocity with any other state at this time.**

**All year 2014/2015 licenses expire December 31, 2015 and must be renewed by December 31, 2015.**

**\*\*Follow us on Facebook for news & updates\*\***

## 2016 / 2017 AESBL LICENSING FEE SCHEDULE

### Cashier's Check or Money Order

<b>A. Company:</b>	<b><u>Two-Year</u></b>
First Time Administrative Fee or Late Renewals after December 31, 2015	\$150.00
<b><u>PLUS:</u></b>	
Company (Incorporated or LLC) License Fee and Annual Fee	\$400.00
<b><u>- OR -</u></b>	
Company (Sole Proprietorship) License Fee and Annual Fee	\$300.00
<b><u>- OR -</u></b>	
Company Branch Office Annual Fee <u>(No Administrative Fee Required)</u>	\$400.00
<b>B. Individuals:</b>	<b><u>Two-Year</u></b>
(1) Qualifying Agent	\$150.00
(2) Burglar Alarm/Access Control/CCTV Installer	\$ 50.00
(3) Locksmith/Access Control	\$ 50.00
(4) Salesperson	\$ 50.00
(5) Helper	\$ 50.00
(6) Monitoring Station Operator	\$ 25.00
(7) Administrative	\$ 0.00

No Staples Please  
Paper Clips Only

2016 / 2017

### Company License Application

## Alabama Electronic Security Board of Licensure

7956 Vaughn Rd., PMB 392      Montgomery, Alabama 36116  
phone # 334-264-9388~ fax # 334-264-9332~ e-mail [aesbl@aol.com](mailto:aesbl@aol.com)~web-site [www.aesbl.alabama.gov](http://www.aesbl.alabama.gov)

Company Name: \_\_\_\_\_ AESBL #: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_

(Please advise AESBL if there is a privacy issue with publishing this address.)

City/State/Zip Code: \_\_\_\_\_

What County is your company physically located in: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Company Fax #: \_\_\_\_\_

Company E-mail Address: \_\_\_\_\_

**SEE 2016 / 2017 AESBL LICENSING FEE SCHEDULE (Page # 2)**

\_\_\_ First Time Administrative Fee or Late Renewal after December 31, 2015

**PLUS**

\_\_\_ Company (Incorporated or LLC) License Fee and Annual Fee

**OR**

\_\_\_ Company (Sole Proprietorship) License Fee and Annual Fee

**OR**

\_\_\_ Company Branch Office Annual Fee (No Administrative Fee Required)

If you did not obtain a license in 2014/15 please enter the date (month, day, year) that the company was started \_\_\_\_\_

Provide AESBL a copy of the company's most recent business license issued by an Alabama city or county.

Have you ever had any business license revoked? \_\_\_yes \_\_\_no (If yes, explain why and attach to application.)

Electronic

Company Type: Burglar Alarm \_\_, Monitoring \_\_, CCTV \_\_, Access Control \_\_, Locksmith \_\_

*Check all that apply.*

**Following items must be enclosed for application to be considered complete:**

\_\_\_ Certificate of Insurance? (This must show expiration dates and physical address.)

\_\_\_ Copy of Alabama business license?

\_\_\_ **Cashier's Check or Money Order** in Proper Amount Made Payable to AESBL?

\_\_\_ Employees' Applications, Copies of current Training Certificates or CEU's, CEU reporting form, current passport size Pictures and Fees?

\_\_\_ ABI Criminal History Information Release Forms, FBI fingerprint cards, and ABI processing fees?

Qualifying Agent's Name (Print) \_\_\_\_\_

I certify the information provided on this application and enclosed materials are true and correct to the best of my knowledge.

Date \_\_\_\_\_ QA or Authorized Official's Signature \_\_\_\_\_

QA or Authorized Official's Social Security Number \_\_\_\_\_

(Required by Code of Alabama 1975 Section 30-3-194 (a))

## MONITORING COMPANY INFORMATION ONLY

Company applications, individual applications, ABI Criminal Background Reports and fees must also be completed for all branch offices and employees in Alabama and within **100 miles of an Alabama border.**

For out of state branch monitoring offices which monitor Alabama accounts, company applications must be completed and submitted for each branch, as well as individual monitoring station operator rosters and their fees.

**Note: Since monitoring station employees are not expected to have personal (only telephone) contact with customers, AESBL has waived the requirement for individual identification cards for monitoring station employees who do not perform installations or sales.**

### **THE FEES FOR MONITORING STATION APPLICANTS ARE:**

#### **TWO YEAR RENEWAL**

\$ 400.00 for a two year Company license

\$ 25.00 per person for monitoring operators

#### **Must be cashier's check or money order**

### **NECESSARY ITEMS FOR LICENSING OF A MONITORING COMPANY:**

- 1 ) Company application and fees, including an application for each branch office location
- 2 ) Proof of general liability insurance of \$250,000 or more
- 3 ) **Individual applications are required**, and Form ABI-46 is required for criminal history background reports on each monitoring station operator within 100 miles of an Alabama border. Processing fee for Form ABI-46 is \$25.00 made payable to ABI. No criminal history background report is required for monitoring offices located in excess of 100 miles from the nearest Alabama border, **but a list of employees by location with social security numbers and dates of birth, are required for random background checks.**
- 4 ) For each monitor operator, documentation of attendance of at least a one day NTS approved course for central station persons, NTS Level 1 Certification, or AESBL approved program. The following training is accepted by AESBL: **NTS, Security Industry Assoc. (SIA), Monitoring Station Alarm Assoc. (CSAA) or Approved In-House Training.**
- 5 ) \$25.00 for each monitoring operator.
- 6 ) No Qualifying Agent required.
- 7 ) See page 5 for additional Monitoring Company information.

**2016/2017**

**REQUIRED MONITORING  
INFORMATION  
Effective January 2, 2013**

Any person or business entity that offers to undertake, represents itself as being able to undertake, or does undertake the monitoring of an alarm system for the public for any type of compensation or, any central station, must, with each renewal application, submit a report which provides the following: (1) the business entity that requested their accounts be monitored as an alarm system installer or dealer and (2) the date the company began monitoring accounts on behalf of the alarm system installer or dealer. **Said list shall not include the individual customers for each alarm system installer or dealer.**

Each report provided to AESBL by the monitoring company to meet this reporting requirement must include the name and address of the alarm system company requesting monitoring services and the date the monitoring company began monitoring accounts for the alarm system company.

**A NEW LICENSE WILL NOT BE ISSUED UNTIL  
COMPLETE INFORMATION HAS BEEN PROVIDED.**

# NOTICE

## To All Applicants for 2016/2017 License

### Alabama Administrative Code 304-X-1-.02(4)(a) specifies:

A license issued under this code shall be subject to revocation or suspension if any licensee fails to disclose pertinent information on the initial or renewal application, misleads, or is untruthful during the application process, or has applied for the original license under false pretenses. Any license may be subject to revocation if a person is convicted of a criminal offense during the license's term. A letter notifying the licensee of a pending suspension or revocation will be sent, via certified mail, to the last known address of the licensee subject to a suspension or revocation. The licensee shall have 15 days from receipt of written notification to respond in writing to the notice of suspension or revocation. On the 16<sup>th</sup> day of no response, the license shall be suspended or revoked without further notification. If the licensee responds within the stated time period, a formal hearing before a quorum of the Board of Licensure shall be held solely to address the issue.

- 1) **RENEWAL LICENSES** will be issued when a **COMPLETE 2016/2017 Application** is received at AESBL.
- 2) **EXCEPTION:** If an applicant initials, "I certify that I have been arrested or convicted of a crime during the past three years", **RENEWAL LICENSES will not be** processed until criminal history background results are received from FBI.
- 3) **NEW APPLICANTS:** Form ABI-46 and two (2) completed FBI fingerprint cards and a \$39.75 money order or cashier's check made payable to **ABI** are required. Individual licenses can not be issued until the FBI criminal background reports are processed by FBI and returned to AESBL.
- 4) **RENEWING APPLICANTS** must complete the Form ABI-46 and include a \$25.00 money order or cashier's check made payable to ABI.
- 5) A licensed alarm system or locksmith company must have a physical location in the state of Alabama or within 50 miles of the Alabama border. Companies located out of the State of Alabama must provide AESBL a "Certificate of Authority of a Foreign Corporation to Transact Business in Alabama" from the Alabama Secretary of State and the registered agent must have a physical address in Alabama.
- 6) All Qualifying Agents at companies that install or service CCTV systems must provide AESBL certificates verifying they have completed the NTS Video Systems Technology course or equivalent. All Qualifying Agents at companies that install or service Electronic Access Control must provide AESBL certificates verifying they have completed the NTS Electronic Access Control course or equivalent.
- 7) **ALSO**, AESBL may issue a license **only after complete** applications, fees, and other required documentation are received. **AESBL may return incomplete application packets. Fees will be immediately deposited with the State Treasurer.**



## Instructions Individual License Application

Licensing of companies and individuals with the Alabama Electronic Security Board of Licensure (AESBL) is a biennial process. All licenses will expire December 31, 2017, and subsequent year applications, documentation, pictures and fees must be received by AESBL before **December 31** at the end of the license period. New employees (hired after January 1<sup>st</sup>) have **10** business days from the date of hire to submit an application to AESBL. **A Trainee ID card may be issued by AESBL for new employees who have not yet completed required training if AESBL is provided a certified statement verifying the licensed supervisor.**

All applicants for year 2016/2017 license who install or service locks for motor vehicle, residential or commercial use or who sell, install, service, monitor, manage or have access to subscriber or alarm system information must complete all requested information on a 2016/2017 Individual Alarm License Application.

**Your Position and Fees:** Under “Your Position” check all that apply. An individual must check the position (describing duties he/she performs), which requires the most training for licensure. For example, if an owner of a company sells but does not install or service, the owner’s application should be checked “Salesperson” and “Administrative.” Applications must be accompanied by a **cashier’s check or money order** in the proper amount made payable to AESBL determined by position and two year license. **Refer to Fee page 2.**

**Education:** See page 10

**Pictures:** If you are a Qualifying Agent, Installer, Locksmith, Salesperson, Trainee or Helper you are required to have an ID card and you must include with your Application a recent picture (**passport size**) to be used in making this ID card. Eligible applicants who submit a recent picture **with their name on the back of the picture** will be provided an ID card.

### **Criminal Background Check**

**You must submit Form ABI-46, 2 completed fingerprint cards and a \$39.75 fee (cashier’s check or money order) made payable to ABI if:**

You were **not** licensed by AESBL for year 2015, **or**

You fail to renew your license within thirty (30) days of the expiration date of your most recent license, **or**

You were arrested or convicted of a crime during the past three (3) years, **and**

You are a Qualifying Agent, Installer, Locksmith, Salesperson, Helper, or Administrative employee that has access to customer alarm codes.

(See Criminal History Information Release Form and Instructions)

All renewing applicants must complete the Form ABI-46 and remit \$25.00 (money order or cashier’s check) payable to ABI.

**Applicant Signature:** Each Individual Application must be witnessed by two (2) witnesses **or** notarized by a Notary Public.

**New Requirement:** All Individual Applications must be signed by the QA or an Authorized Official.

No Staples Please  
Paper Clips Only

**2016 / 2017**  
**Qualifying Agent Alarm License Application**  
Alabama Electronic Security Board of Licensure  
7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Applies only for  
Alarm Company  
Applicants

Individual's Name \_\_\_\_\_  
First Middle Last

Were you licensed by AESBL in year 2015? \_\_\_\_\_ If yes, provide license # \_\_\_\_\_  
(answer yes or no)

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) \_\_\_\_\_

Company (Office or Branch) Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Employee's Home Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone No \_\_\_\_\_ Date of Employment \_\_\_\_\_

**Fees for Qualifying Agents - \$150.00 for 2 years**

This application must be accompanied by a cashier's check or money order in the proper amount made payable to AESBL.

**Education** (Check all that apply and enclose documentation): ESA – NTS: Level 1 \_\_\_ Level 2 or ABAT/AISC \_\_\_ Access Control \_\_\_ CCTV \_\_\_ CEU's \_\_\_ Other \_\_\_  
(Provide a copy of your current NTS certificates or documentation of other appropriate training to AESBL.)

**Pictures:** Enclose a passport size photo with your name on the back of the picture for ID badge.

**\*\*IF YOU FALSIFY THE FOLLOWING RESPONSE, YOUR APPLICATION FOR LICENSE WILL BE AUTOMATICALLY DENIED!\*\***

**Criminal Background Check: (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)**  
**\*\*\* READ CAREFULLY \*\*\***

I certify that **I have not been arrested or convicted** of a crime during the past three years \_\_\_\_\_.  
(Initial)

I certify that **I have been arrested or convicted** of a crime during the past three years \_\_\_\_\_.  
(Initial)

Have you ever had any business license revoked? \_\_\_ yes or no \_\_\_  
(If yes provide written explanation and attach to Application.)

I certify that I am a full time (at least 32 hours per week) employee at the above company location and the information provided on this application and enclosed materials is true and correct to the best of my knowledge and AESBL is authorized to verify any or all information provided.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must have two witnesses **OR** notary)

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
City/ State/Zip \_\_\_\_\_

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

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

NOTARY PUBLIC  
My Commission expires \_\_\_\_\_

No Staples Please  
Paper Clips Only

2016 / 2017  
**Individual Alarm License Application**  
**Alabama Electronic Security Board of Licensure**  
7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Individual's Name \_\_\_\_\_  
First Middle Last

Were you licensed by AESBL in year 2015? \_\_\_\_\_ If yes, provide license # \_\_\_\_\_  
(answer yes or no)

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) \_\_\_\_\_

Company (Office or Branch) Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Employee's Home Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone No \_\_\_\_\_ Date of Employment \_\_\_\_\_

Fees for Individual - \$50.00 for 2 years  
This application must be accompanied by a cashier's check or money order in the proper amount made payable to AESBL.

See AESBL Licensing Fee Schedule Page # 2 (check all that apply but pay only 1<sup>st</sup> checked)

- Burglar Alarm Installer       Locksmith       Helper
- Salesperson       CCTV Installer       Administrative
- Monitoring Station       Electronic Access Control Installer

**Pictures:** Enclose a passport size photo with your name on the back of the picture for ID badge.

**\*\*IF YOU FALSIFY THE FOLLOWING RESPONSE YOUR APPLICATION FOR LICENSE WILL BE AUTOMATICALLY DENIED!\*\***

**Criminal Background Check:** (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)

\*\*\* READ CAREFULLY \*\*\*

I certify that **I have not been arrested or convicted** of a crime during the past three years \_\_\_\_\_. (Initial)

I certify that **I have been arrested or convicted** of a crime during the past three years \_\_\_\_\_. (Initial)

Have you ever had any business license revoked? \_\_\_yes or no\_\_\_  
(If yes provide written explanation and attach to Application.)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must have two witnesses OR notary)

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
City/ State/Zip \_\_\_\_\_

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

Witness \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission expires \_\_\_\_\_

## Summary of AESBL

### Educational Requirements for 2016/2017

**Qualifying Agents (QA's)** must demonstrate completion of educational requirements **equivalent** to those required for valid current status with their NTS certifications of Level 1 and Level 2 or ABAT/Advanced Intrusion Systems Course. QA's at companies that install or service electronic access control systems must have the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class. **QA's at companies that install or service CCTV systems must have the NTS Video Systems Technology course or equivalent.**

**Installers** must demonstrate completion of educational requirements **equivalent** to those required for current status with NTS Level 1 certification in order to obtain a 2016/2017 AESBL license.

All **Installers and Locksmiths** that install or service electronic access control systems must provide AESBL certificates verifying they have completed the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class **or** NTS Level 1.

**Installers** that install or service CCTV systems must provide AESBL certificates verifying they have completed NTS Video Systems Technology course or equivalent **or** NTS Level 1.

**Locksmiths** whose business is limited to installing and servicing locks for motor vehicles, residential and commercial use **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA) or AESBL Locksmith Test for licensing in 2016/2017.

**Salespersons** must have approved sales training **or** NTS Level 1.

# AESBL CEU REQUIREMENT NOTICE

## 2016-2017 Renewals

The CEU requirements for 2016-2017 renewals for individuals working for companies with a name beginning I-Z (those that renewed for two years in 2014-2015) will be as follows:

- |  |             |            |
|--|-------------|------------|
| 1. Alarm personnel—QA's and Installers | 2.4 CEU's = | (24 hours) |
| 2. Salespersons                        | .8 CEU's =  | ( 8 hours) |
| 3. Locksmiths                          | 1.6 CEU's = | (16 hours) |

**As an alternative, Installers may obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate from ESA.**

**Copies of all CEU certificates must be submitted and itemized individually on the CEU reporting form (page 12).**

## Alabama Electronic Security Board of Licensure CEU Reporting Form

Please refer to [www.aesbl.alabama.gov/Approved\\_Continuing\\_Education\\_Training.doc](http://www.aesbl.alabama.gov/Approved_Continuing_Education_Training.doc) for approved Continuing Education Courses.

Qualifying Agents and Installers who do not have current valid NTS Certificates (Level 1, Level 2 or ABAT/Advanced Intrusion Systems Course), Locksmiths, and Salespersons must complete this form to document equivalent Continuing Education Training.

**Biennial minimum required Continuing Education Training. Locksmiths must have 1.6 CEU's or sixteen (16) hours. Qualifying Agents and Installers must have 2.4 CEU's or twenty four (24) class hours of alarm/locksmith industry related training. Salespersons must have .8 CEU's or eight (8) hours of approved continuing education training annually.**

To report continuing education training to AESBL, you must complete and sign this form. Attach the original or a valid copy of each training certificate received.

Course Date (include yr.)	Course Title	CEU Course #	Sponsor	CEU's/ Hours Earned

**Total Earned** \_\_\_\_\_

By signing and submitting this form, I certify that the information contained is complete, accurate, and the courses attended were qualified industry related topics. I understand that all credits are subject to verification by AESBL. **By falsifying any of this information, I understand that I can face monetary penalties up to \$1000 per violation and/or possible revocation of license.**

Print Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS FOR ABI AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM**

Attached is a sample Criminal History Information Release Form (ABI-46) used by the Alabama Bureau of Investigation (ABI).

**For 2016/2017 renewals only, companies I-Z will be required to submit Form ABI-46 for individuals renewing.**

- ✓ **Applicants not licensed by AESBL for 2015, applicants who fail to renew a license within 30 days of the expiration date of their most recent license, and applicants arrested or convicted of a crime during the past three years must complete this ABI Criminal History Information Release Form and (2) FBI fingerprint cards.**
- ✓ Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.
- ✓ Signatures on the ABI form must be notarized **or** witnessed by two people.
- ✓ New applicants must also submit Federal Bureau of Investigation (FBI) fingerprint cards. New applicants must go to their local law enforcement authority's office and have (2) FBI fingerprint cards completed. These **completed fingerprint cards** must be mailed to AESBL, along with a cashier's check or money order for \$39.75 per person, made payable to ABI for processing ABI and FBI reports.
- ✓ Renewing applicants must submit a Form ABI-46 along with a cashier's check or money order per person, made payable to ABI for processing ABI reports.
- ✓ You may remit one money order or cashier's check to AESBL **made payable to ABI** in the amount of \$25.00 for ABI report or \$39.75 for ABI and FBI reports.
- ✓ When completed forms and proper fees are received, the ABI and FBI will perform criminal background checks and provide reports to AESBL.

## **FBI FINGERPRINT CARDS**

**The following information must be completed before ABI/FBI will accept fingerprint cards for background checks:**

- 1. Top of card-middle section-Last Name, First Name and Middle Name**
- 2. Left section – Signature of Person Fingerprinted**
- 3. Residence of Person Fingerprinted**
- 4. Date and Signature of Official Taking Fingerprints**
- 5. Employer and Address of Person Fingerprinted (Your Employer)**
- 6. Middle section – Social Security Number**
- 7. Right section – Sex, Race, Hgt, Wgt, Eyes, Hair, State of Birth**
- 8. Right section – Date of Birth**

**ABI/FBI WILL NOT ACCEPT FOLDED CARDS**

**Please submit money order or certified check made payable to ABI.**



**CRIMINAL HISTORY INFORMATION RELEASE FORM**

**ABI - 46** (Revised 11/02/11)

For ABI Use Only: \_\_\_\_\_  
\_\_\_\_\_

Mail Request To:

Alabama Bureau of Investigation  
Identification Unit - Record Check Unit  
PO Box 1511  
Montgomery, AL 36102-1511



**Section 1 - Applicant Information**

TYPE or PRINT LEGIBLY

(\*) Required Information

Last Name\* First Name\* Middle Name\*

All Other Names Used\*

Address City AL Zip Code

DOB (mm/dd/yyyy)\* SS#\* Race\* Sex\* Telephone\*

**Section 2 - AFFIDAVIT FOR RELEASE OF INFORMATION**

I am possessed of sound mind and legally competent to execute this release. I hereby authorize the Alabama Department of Public Safety/ABI to release any and all criminal history information to,

Lama B. Taunton AESBL AESBL  
Name & Address of Requesting Agency or Authorized Agent\* 7056 VAUGHN RD #392  
MONTGOMERY, AL 36116

I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Alabama Department of Public Safety/ABI and its officers and agents from any and all claims, actions, or causes of action, which may arise as a consequence of the release of the criminal history information.

I certify that I have read this release and that I understand the significance of the same and in witness thereof I have voluntarily signed my name on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Applicant\*

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
Address of Witness

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

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

My Commission Expires \_\_\_\_\_, 20\_\_.

Signature of Notary

# ORDER FORM

## Fingerprint Cards for 2016/2017 License Application

**New** applicants, applicants who fail to renew a license within thirty (30) days of expiration date of their most recent license, and applicants arrested or convicted of a crime during the past three years must obtain (2) FBI fingerprint cards from AESBL and go to their local law enforcement authority's office to be fingerprinted.

**Two** completed FBI fingerprint cards per person must be mailed to AESBL, along with the appropriate fees for processing.

My company expects to hire \_\_\_\_\_ new employees  
Number  
and will need fingerprint cards to apply for a license.

Please send fingerprint cards to: (Include a contact person with Company name and address)

Please fax completed form to: **334-264-9332**

Or mail to: **AESBL  
7956 Vaughn Road,  
PMB 392  
Montgomery, AL 36116**

## **REQUIRED FOR ALL NEW APPLICANTS ONLY**

### **AFFIDAVIT OF APPLICANT**

All new applicants for licensing by AESBL must complete the following **Affidavit of Applicant** and submit it to AESBL along with **ONE** of the **Acceptable Documents** listed on this page. Please submit a **COPY, not ORIGINAL, of one document**. This information is required in addition to all other applications and fees for AESBL licensing.

### **ACCEPTABLE DOCUMENTS**

#### **HB56, Section 29(k):**

- Driver's license or non-driver identification card
- Birth certificate
- Pertinent pages of a United States valid or expired passport (must show passport number)
- United States naturalization documents or the number of the certificate of naturalization
- Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and nationality Act of 1952, and amendments thereto
- Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- Consular report of birth abroad of a citizen of the United States of America
- Certificate of citizenship issued by the United States Citizenship and Immigration Services
- Certification of report of birth issued by the United States Department of State
- American Indian Card, with KIC Classification issued by the US Department of Homeland Security
- Final adoption decree showing the applicant's name and United States birthplace
- Official United States Military record of service showing the applicant's place of birth in the United States
- Extract from a United States hospital record of birth created at the same time of the applicant's birth indicating the applicant's place of birth in the United States

#### **HB56, Section 2 (10):**

- unexpired driver's license
- Valid, unexpired non-driver identification card
- Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- Valid United States federal or state government issued identification bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States
- Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
- Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

**REQUIRED FOR NEW APPLICANTS ONLY**

**AFFIDAVIT OF APPLICANT**

\_\_\_\_\_, on oath, do promise and swear that,  
Printed Name of Applicant

In accordance with the Alabama Immigration Law ALL **new applications** received on or after October 1, 2011 must provide, with their online or mail-in application, a notarized affidavit with a copy of one (1) of the documents stated in HB56, Section 29(k) or HB56, Section 3(10).

ALL applicants who cannot provide the documentation as provided in HB56, Section 29(k) or HB56, Section 3(10) shall be denied a license. All applicants or renewal applicants who provide documentation of alien status, pursuant to HB56, section 3(10), shall be verified through the S.A.V.E program or the Department of Homeland Security pursuant to 8 U.S.C §1373. Any applicant not lawfully in the United States shall be denied a license.

It is understood that if I have provided any false documents or, documents not originally issued to me, that my license may be suspended or revoked by the Board at any time.

I hereby state that all the documents provided by me are true and correct copies of documents issued to me by a governmental agency or tribal authority.

I further state that I have been provided a list of the documents that are acceptable to verify my identity and that verify my ability to work and/or reside in the United States. Of the list of documents, I have provided a copy of my\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

**ATTESTATION**

I, \_\_\_\_\_, a notary in the State of \_\_\_\_\_  
(printed name of notary)

Hereby attest to the fact the above named individual signed the above affidavit in my presence on  
This \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires:\_\_\_\_\_

**AFTER REVIEWING YOUR 2016/2107 APPLICATION PACKETS  
IF YOU WOULD LIKE TO APPLY FOR ONE OF THE NEW  
WAIVERS, THE FOLLOWING PROCEDURES APPLY.**

**Procedures for Waivers**

Alabama Administrative Code, 304-X-1-.04(6)

(e) Alarm and Locksmith companies that have been licensed with the Alabama Electronic Security Board of licensure (the Board) for the previous five (5) calendar years that have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the additional educational requirements of this Section 304-X-1-.04(1)(c) for their Qualifying Agents by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past five (5) years.

(f) Locksmith companies that only work on residential mechanical locks and have been licensed with the Alabama Electronic Security Board of Licensure (the Board) for the previous three(3) calendar years and have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous three (3) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the continuing educational requirements of this Section 304-X-1-.04(4)(b) for their locksmiths by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past three (3) years.

(g) The receipt of a written complaint by the Board against the company or any employee may result in the loss of its waiver for educational requirements.

(h) Failure to comply with Code of Alabama 1975, Section 34-1A, and this Administrative Code 304-X-1 may result in the loss of a company's waiver of these educational requirements.

## **STEPS**

- 1. An individual Qualifying Agent or Locksmith must submit a complete, signed and witnessed Certification for Waiver to AESBL. (See Certifications for Qualifying Agent and Locksmiths.)**
- 2. AESBL reviews its data base and files to determine if there have been monetary penalties or documented violations of Code. If none are found, the request for waiver is approved.**
- 3. If licensed for the immediately preceding required number of years, and no monetary penalties or documented violations of Code are identified, the request for waiver is approved by the Executive Secretary.**
- 4. If not licensed for the immediately preceding required number of years, or monetary penalties or documented violations of Code are in the AESBL data base or files, the request for waiver is denied by the Executive Secretary.**
- 5. The applicant may submit a letter for reconsideration of waiver request for Board review and final Board determination of waiver status.**
- 6. There are NO appeals for denied waivers by the Board. The required training must be obtained in order to be licensed.**
- 7. The receipt of a written complaint by the Board against the company or an employee will result in the loss of its waiver for educational requirements if the complaint results in a monetary penalty.**
- 8. Documented violations of Code of Alabama 1975, Section 34-1A, or Administrative Code 304-X-1 will result in the loss of a waiver of educational requirements.**
- 9. Written notification of any loss of waiver will be sent to the individual through the U.S. Postal Service by standard mail at the company's mailing address. The required training must be obtained in order to renew a license and conduct business in Alabama after loss of waiver.**

### Certification for Waiver of Qualifying Agent's CCTV Training

I \_\_\_\_\_ of \_\_\_\_\_  
(Print Qualifying Agent's name)

\_\_\_\_\_  
(Name of Company and Location)

Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that the above named company:

1. Has been licensed by the Board for the previous five (5) calendar years;
2. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years; and
3. Has not had documented violations of the Board's law or Administrative Code during the previous five (5) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, if denied, I can not again request waiver of CCTV training and can not install or service Closed Circuit Television Systems (CCTV) until I have met the CCTV training requirements.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Witness (One) \_\_\_\_\_ Witness (Two) \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\* \* \* \* \*

Waiver: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason; Not licensed previous 5 years \_\_\_\_\_  
Complaint \_\_\_\_\_ Violation \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Executive Secretary)

### Certification for Waiver of Locksmith's CEU Training

I \_\_\_\_\_ of \_\_\_\_\_  
(Print Locksmith's name)

\_\_\_\_\_  
(Name of Company and Location)  
Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that I and the above named company:

1. Only work on residential mechanical locks;
2. Have been licensed by the Board for the previous three (3) calendar years;
3. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous three (3) years; and
4. Has not had documented violations of the Board's law or Administrative Code during the previous three (3) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, if denied, I can not again request waiver of CEU training for the specified license period and can not install or service locks until I have met the CEU training requirements.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Witness (One) \_\_\_\_\_ Witness (Two) \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\* \* \* \* \*

Waiver: Approved \_\_\_\_\_ Denied \_\_\_\_\_ License Period \_\_\_\_\_  
Reason; Not licensed previous 3 years \_\_\_\_\_  
Complaint \_\_\_\_\_ Violation \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(Executive Secretary)