

1 **14B NCAC 17 .0201 APPLICATION FOR LICENSE**

2 (a) Each applicant for a license shall submit an online application on the website provided by the Board. When this
3 online application is submitted, it shall be accompanied by:

- 4 (1) electronic submission of fingerprints from a Live Scan or similar system approved by the State
5 Bureau of Investigation or one set of classifiable fingerprints on an F.B.I. fingerprint card provided
6 by the Board and mailed separately to the Board's office;
- 7 (2) one head and shoulders digital photograph of the applicant in JPG format of sufficient quality for
8 identification, taken within six months prior to the online ~~submission, and uploaded with the~~
9 ~~application~~ submission;
- 10 (3) statements of the results of a statewide criminal history records search by the reporting service
11 designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided
12 within the preceding 60 ~~months; and~~ ~~months;~~
- 13 (4) a minimum of three letters attesting to the good character and reputation of the applicant using the
14 online character letter submission process; and
- 15 (4)(5) the applicant's application fee, along with a four dollar (\$4.00) convenience fee charged by the third-
16 party vendor and ~~the~~ credit card transaction fee charged by the applicant's credit card provider and
17 collected online.

18 (b) Each applicant shall upload evidence of high school graduation either by diploma, G.E.D. certificate, or other
19 equivalent documentation.

20 (c) Each applicant for a license shall meet personally with either a Board investigator, the Screening Committee, the
21 Director, or a Board representative designated by the Director prior to being issued a license. The applicant shall
22 discuss the provisions of G.S. 74D and the administrative rules in this Chapter during the personal meeting. The
23 applicant shall sign a form provided by the Board stating that the applicant has reviewed the information with the
24 Board's representative and that the applicant understands G.S. 74D and the administrative rules in this Chapter. During
25 a national or State declared state of emergency that restricts or prohibits travel, the personal meeting requirement may
26 be waived if requested by the applicant in favor of alternative means of communication.

27 (d) Each applicant for a branch office license shall submit an online application on the website provided by the Board.
28 This online application shall be accompanied by the branch office application fee.

29 (e) All photographs, record checks, proof of insurance, explanations of criminal charges, explanations of credit
30 history, or requested documents shall be submitted online through the Board's website by any applicant for a permit,
31 license, registration, or certificate within 60 days of the Board's receipt of the application form or a request from Board
32 staff, whichever is later. Any failure to submit required or requested documents to complete the application process
33 within this 60-day period shall void the application and require re-application.

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35 *History Note: Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7; 74D-8;*
36 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*
37 *Eff. May 1, 1984;*

1 *Amended Eff. December 1, 2012; February 1, 2012; January 1, 2007; September 1, 2006; March*
2 *1, 1993; July 1, 1987; January 1, 1986;*
3 *Transferred and Recodified from 12 NCAC 11 .0201 Eff. July 1, 2015;*
4 *Amended Eff. December 1, 2017;*
5 *Readopted Eff. June 1, 2018;*
6 *Amended Eff. September 1, 2019;*
7 *Emergency Amendment Eff. June 9, 2020;*
8 *Amended Eff. August 1, 2020;*
9 *Temporary Amendment Eff. August 28, 2020;*
10 *Temporary Amendment Expired Eff. June 12, 2021;*
11 *Amended Eff. November 1, 2021;*
12 *Amended Eff. August 1, 2022.*

1 **14B NCAC 17 .0301 APPLICATION FOR REGISTRATION**

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3 (a) Each licensee or qualifying agent shall submit an online application for the registration of his or her employee on
4 the website provided by the Board. When this online application is submitted, it shall be accompanied by:

- 5 (1) electronic submission of fingerprints from a Live Scan or similar system approved by the State
6 Bureau of Investigation or one set of classifiable fingerprints on a standard F.B.I. fingerprint card
7 mailed separately to the Board's office;
- 8 (2) one original signed S.B.I. release of information form uploaded online and the original mailed
9 separately to the Board's office;
- 10 (3) one head and shoulders digital photograph of the applicant of **acceptable [sufficient]** quality for
11 identification, taken within six months prior to online submission, and uploaded with the application
12 submission;
- 13 (4) statements of the results of a statewide criminal history records search by the reporting service
14 designated by the Board pursuant to G.S. 74D-2.1(a) for any state where the applicant has resided
15 within the preceding 60 months;
- 16 (5) the registration fee required by Rule .0302 of this Section, along with a four dollar (\$4.00)
17 convenience fee charged by the third-party provider and **[the]** credit card transaction fee charged by
18 the applicant's credit card provider and collected online; and
- 19 (6) a completed affidavit form **[attesting to the truth of the information provided]** and public notice
20 statement form.

21 (b) The employer of an applicant who is currently registered with another alarm business shall complete an online
22 application form provided by the Board. This form shall be accompanied by the applicant's multiple registration fee
23 along with a four dollar (\$4.00) convenience fee charged by the third-party provider and **[the]** credit card transaction
24 fee charged by the applicant's credit card provider and collected online. This online application shall be accompanied
25 by a completed affidavit form and public notice statement form.

26 (c) The employer of each applicant for registration shall print and retain a copy of the applicant's online application
27 in the individual applicant's personnel file in the employer's office.

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29 *History Note: Authority G.S. 74D-2.1; 74D-5; 74D-8;*
30 *Temporary Rule Eff. January 9, 1984 for a Period of 120 Days to Expire on May 7, 1984;*
31 *Eff. May 1, 1984;*
32 *Amended Eff. December 1, 2012; January 1, 2007; July 1, 1993; March 1, 1993; September 1, 1990;*
33 *November 1, 1988;*
34 *Transferred and Recodified from 12 NCAC 11 .0301 Eff. July 1, 2015;*
35 *Amended Eff. December 1, 2017;*
36 *Readopted Eff. June 1, 2018;*
37 *Amended Eff. August 1, 2020; September 1, 2019*

