

1 14B NCAC 17 .0201 is amended as published in 38:20 NCR 1319-1322 as follows:

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3 **14B NCAC 17 .0201 APPLICATION FOR LICENSE**

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

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

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

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

28 (d) Each applicant for a branch office license shall submit an online application on the website provided by the **Board.**
29 **Board containing the physical address and telephone number of the branch office, the Qualifying Agent responsible**
30 **for the branch office, the proposed branch manager, the parameters or scope of duties of the branch office, and the**
31 **anticipated number of employees.** This online application shall be accompanied by the branch office application fee.

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

1 *History Note: Authority G.S. 74D-2; 74D-2.1; 74D-3; 74D-5; 74D-7; 74D-8;*
2 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*
3 *Eff. May 1, 1984;*
4 *Amended Eff. December 1, 2012; February 1, 2012; January 1, 2007; September 1, 2006; March*
5 *1, 1993; July 1, 1987; January 1, 1986;*
6 *Transferred and Recodified from 12 NCAC 11 .0201 Eff. July 1, 2015;*
7 *Amended Eff. December 1, 2017;*
8 *Readopted Eff. June 1, 2018;*
9 *Amended Eff. September 1, 2019;*
10 *Emergency Amendment Eff. June 9, 2020;*
11 *Amended Eff. August 1, 2020;*
12 *Temporary Amendment Eff. August 28, 2020;*
13 *Temporary Amendment Expired Eff. June 12, 2021;*
14 *Amended Eff. September 1, 2024; November 1, 2021.*

1 14B NCAC 17 .0203 is amended as published in 38:20 NCR 1319-1322 as follows:

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3 **14B NCAC 17 .0203 FEES FOR LICENSE**

4 (a) Application license fees are as follows plus ~~a four dollar (\$4.00)~~ the convenience fee charged by the ~~third party~~
5 Board's on-line application vendor and credit card transaction fee charged by the applicant's credit card provider and
6 collected online:

- 7 (1) one hundred fifty dollars (\$150.00) non-refundable initial application fee.
- 8 (2) five hundred dollar (\$500.00) biennial fee for a new or renewal license.
- 9 (3) one hundred fifty dollars (\$150.00) branch office license fee.
- 10 (4) one hundred dollars (\$100.00) late renewal fee to be paid in addition to the renewal fee if the license
11 has not been renewed on or before the expiration date.

12 (b) Fees shall be paid by credit ~~card,~~ card or electronic funds transfer.

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14 *History Note: Authority G.S. 74D-7;*
15 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*
16 *Eff. May 1, 1984;*
17 *Amended Eff. January 1, 1986;*
18 *Temporary Amendment Eff. October 6, 1992 for a period of 180 days or until the permanent rule*
19 *becomes effective, whichever is sooner;*
20 *Amended Eff. February 1, 2010; March 1, 1993;*
21 *Transferred and Recodified from 12 NCAC 11 .0203 Eff. July 1, 2015;*
22 *Amended Eff. January 1, 2018;*
23 *Readopted Eff. June 1, 2018;*
24 *Amended Eff. September 1, 2024; September 1, 2019.*

1 14B NCAC 17 .0301 is amended as published in 38:20 NCR 1319-1322 as follows:

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3 **14B NCAC 17 .0301 APPLICATION FOR REGISTRATION**

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

- 6 (1) electronic submission of fingerprints from a Live Scan or similar system approved by the State
7 Bureau of Investigation or one set of classifiable fingerprints on a standard F.B.I. fingerprint card
8 mailed separately to the Board's office;
- 9 (2) one original signed S.B.I. release of information form uploaded online and the original mailed
10 separately to the Board's office;
- 11 (3) one head and shoulders digital photograph of the applicant of sufficient quality for identification,
12 taken within six months prior to online submission, and uploaded with the application 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) the~~
17 ~~convenience fee charged by the third party provider~~ Board's on-line application vendor and the
18 credit card transaction fee charged by 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) the~~ convenience fee charged by the ~~third party provider~~ Board's on-line application
24 vendor and the credit card transaction fee charged by the applicant's credit card provider and collected online. This
25 online application shall be accompanied 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. September 1, 2024; August 1, 2022; August 1, 2020; September 1, 2019.*

1 14B NCAC 17 .0302 is amended as published in 38:20 NCR 1319-1322 as follows:

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3 **14B NCAC 17 .0302 FEES FOR REGISTRATION**

4 (a) Registration fees are as follows, plus ~~a four dollar (\$4.00)~~ the convenience fee charged by the ~~third party~~ Board's
5 on-line application vendor and credit card transaction fee charged by the applicant's credit card provider and collected
6 online.

7 (1) Fifty dollar (\$50.00) non-refundable biennial registration fee.

8 (2) Ten dollar (\$10.00) non-refundable fee for registration of an employee who changes employment
9 to another licensee.

10 (3) Ten dollar (\$10.00) non-refundable annual multiple registration fee.

11 (4) Twenty dollar (\$20.00) late renewal fee to be paid for an application submitted no more than 30
12 days from the date the registration expires and to be paid in addition to the renewal fee.

13 (b) Fees shall be paid by credit ~~card,~~ card or electronic funds transfer.

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15 *History Note: Authority G.S. 74D-7;*

16 *Temporary Rule Eff. January 9, 1984, for a period of 120 days to expire on May 7, 1984;*

17 *Eff. May 1, 1984;*

18 *Amended Eff. January 1, 1986;*

19 *Temporary Amendment Eff. October 6, 1992 for a period of 180 days or until the permanent rule*
20 *becomes effective, whichever is sooner;*

21 *Amended Eff. May 1, 2010; February 1, 2010; April 1, 2005; March 1, 1993;*

22 *Transferred and Recodified from 12 NCAC 11 .0302 Eff. July 1, 2015;*

23 *Amended Eff. January 1, 2018;*

24 *Readopted Eff. June 1, 2018;*

25 *Amended Eff. September 1, 2024; September 1, 2019.*

1 14B NCAC 17 .0306 is amended as published in 38:20 NCR 1319-1322 as follows:

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3 **14B NCAC 17 .0306 RENEWAL OR REREGISTRATION OF REGISTRATION**

4 (a) Each applicant for renewal of a registration identification card or his or her employer shall complete an online
5 form on the website provided by the Board. This online form shall be submitted not less than 90 days prior to expiration
6 of the applicant's current card and shall be accompanied by:

- 7 (1) one digital head and shoulders color photograph of the applicant of acceptable quality for
8 identification and made within 90 days of the application uploaded online with application
9 submission;
- 10 (2) statements of the result 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 24 months; and
- 13 (3) the applicant's renewal fee, along with the ~~four dollar (\$4.00)~~ convenience fee charged by the ~~third-~~
14 ~~party~~ Board's on-line application vendor and credit card transaction fee charged by the applicant's
15 credit card provider and collected online.

16 (b) Each licensee shall provide each applicant for registration or re-registration a copy of the online submitted
17 application form provided by the Board. This form shall be submitted to the Board online and accompanied by:

- 18 (1) one digital head and shoulders color photograph of the applicant of acceptable quality for
19 identification and made within 90 days of the application uploaded online with the application
20 submission; and
- 21 (2) the applicant's registration fee, along with the ~~four dollar (\$4.00)~~ convenience fee charged by the
22 ~~third party~~ Board's on-line application vendor and credit card transaction fee charged by the
23 applicant's credit card provider and collected online.

24 (c) The employer of each applicant for a registration renewal or reregistration shall give the applicant a copy of the
25 online application which will serve as a record of application for renewal and shall retain a copy of the applicant's
26 online renewal application in the individual's personnel file in the employer's office.

27 (d) Members of the armed forces whose registrations are in good standing and to whom G.S. 105-249.2 grants an
28 extension of time to file a tax return are granted that same extension of time to pay the registration renewal fee and to
29 complete the continuing education requirements prescribed by Section .0500 of this Chapter. A copy of the military
30 order or the extension approval by the Internal Revenue Service or by the North Carolina Department of Revenue
31 must be furnished to the Board.

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33 *History Note: Authority G.S. 74D-7; 74D-8; 93B-15;*
34 *Temporary Rule Eff. January 9, 1984, for a Period of 120 Days to Expire on May 7, 1984;*
35 *Eff. May 1, 1984;*
36 *Amended Eff. February 1, 2012; July 1, 2010; March 1, 1993; December 1, 1988; July 1, 1987;*
37 *Transferred and Recodified from 12 NCAC 11 .0306 Eff. July 1, 2015;*

- 1 *Readopted Eff. June 1, 2018;*
- 2 *Amended Eff. September 1, 2024; September 1, 2019.*