



STATE OF TENNESSEE
 DEPARTMENT OF COMMERCE & INSURANCE
 DIVISION OF REGULATORY BOARDS
 LOCKSMITH LICENSING PROGRAM
 500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
 NASHVILLE, TENNESSEE 37243-0570
 615.532.3369 FAX 615.532.2965
www.tn.gov/commerce/boards

FOR OFFICIAL USE ONLY

File #

Xact #

LOCKSMITH LICENSE - APPLICATION

*Instructions: Please read this entire application carefully. Complete **all** sections before returning with the required fees to the above address. Please note: **application fees are not refundable**. Submit additional information for any item on a separate sheet of paper.*

CATEGORIES:

- General Locksmith
- Automotive
- Safe & Vault

EDUCATION REQUIREMENTS:

- 30 Hrs Basic Education
- Additional 8 Hrs Automotive
- Additional 8 Hrs S&V

EXPERIENCE REQUIREMENTS:

- 40 Hrs Experience
- Additional 10 Hrs Auto Experience
- Additional 10 Hrs S&V Experience

1. PERSONAL DATA:

_____-_____-_____
 Social Security Number Last Name First Name Middle Name

 Residence (Street) Address, Apt. No.

 City State Zip Code

(_____) _____
 (Area Code) Home Phone Number E-mail address (If available)

_____/_____/_____
 Date of Birth (M/D/Y) Place (City,State) of Birth Sex(M/F) Race Height Weight Hair Eyes

- a. Are you a United States Citizen? Yes No
- b. Have you ever used a name other than the one by which you are applying? Yes No

If yes, give the name(s): _____

Explain why the name(s) was used: _____

Locksmith Company you will be employed by: (Locksmith Company Registration Required)

 Company Name Registration Number Business Address

 City State Zip Code (_____) Telephone Number
 (Area Code)

2. PREVIOUS APPLICATIONS/REGISTRATIONS:

- a. Have you been licensed or registered as a locksmith in another state? Yes No
 - If yes, what state? _____ License Number: _____
- b. Has this license or registration ever been suspended or revoked? Yes No
 - If yes, please explain on separate sheet of paper and attach.

3. QUALIFYING EDUCATION:

Training Certificates documenting the following requirements must be submitted with your application.

- a. An applicant seeking licensure as a General Locksmith shall obtain a total of at least thirty (30) hours of basic education approved by the Commissioner.
- b. An applicant seeking licensure under the category of Safe and Vault work shall also complete a total of eight (8) hours of education approved by the Commissioner.
- c. An applicant seeking licensure under the category of Automotive work shall also complete a total of eight (8) hours of education approved by the Commissioner.

4. EXPERIENCE REQUIREMENTS:

Documentation of experience in each category under application must be submitted with your application.

Acceptable documentation to meet this requirement is proof of licensure in these areas from another state, letters from employer on employer's letterhead stating the applicant's experience.

- a. An applicant seeking licensure as a General Locksmith shall also obtain at least forty (40) hours of experience prior to submitting an application for licensure.
- b. An applicant seeking licensure under the category of Safe and Vault work shall also obtain ten (10) hours of experience in this area prior to submitting an application for licensure.
- c. An applicant seeking licensure under the category of Automotive work shall also obtain ten (10) hours of experience in this area prior to submitting an application for licensure.

5. STATEMENT OF CRIMINAL RECORDS:

Tenn. Code Ann. § 62-11-112(a)(7) requires that all applicants provide a statement of all criminal records where the applicant has resided. Persons convicted of offenses involving fraud or theft shall not be entitled to licensure as a locksmith. Persons convicted of a felony offense, persons who have been convicted of offenses involving the illegal use, possession, sale, manufacture, distribution or transportation of a controlled substance, drug, or narcotic, persons convicted of felonious assault, persons convicted of a crime involving unlawful breaking or entering, burglary, larceny or arson; or persons convicted as a habitual criminal **may not** be eligible for licensure, refer to **Administrative Rule 0780-5-13-.02(8)**.

You must answer the following questions completely. Information you provide may not disqualify you for a license. However, all arrests or charges, regardless of disposition appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

If you answer yes to any of these questions, you are required to provide certified documents of the final court disposition or judgement with this application, including dismissed, suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.

Be advised: If you check "no" to any of the following questions regarding arrests or charges and there is an arrest record listed on your TBI or FBI report, your application could be denied for a material misstatement. Misdemeanor citations and charges for "bad checks", cases where you may not have been fingerprinted and booked but were required to pay court costs or fines, are reported to the TBI and FBI as an arrest. These charges must also be disclosed on your application.

Record Expungements: If you were told that a charge or arrest would be expunged from your record, and you would not need to report the charge as an arrest, you should verify with the court clerk or your attorney that the record was expunged and that you have "no arrest record" for the charge or arrest before completing your application for licensure. Failure to report charges or arrests that were not expunged from your record and are still listed on your TBI and/or FBI report could result in the denial of your application for a material misstatement.

- a. Have you ever been arrested in Tennessee or any other state? Yes No
If yes, what state(s)? _____

- b. Were you transported to or surrendered at a police station, sheriff's office or other law enforcement facility? Yes No
- c. Once there, were you fingerprinted, photographed and booked into jail? Yes No
- d. Were misdemeanor or felony charges filed against you? Yes No
 If yes, please list the charges below. (Attach a separate sheet of paper, if necessary.)

Date	Charge	City	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- e. Did you appear before the court and enter a plea of guilty, not guilty or no contest? Yes No
- f. Did the court dismiss the charges against you? Yes No
 If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges.
- g. Have you ever been convicted of a felony offense? (A felony is an offense for which a jail sentence or probation of one (1) year or more could have been imposed.) Yes No
- h. Have you ever been convicted of an offense which involved **fraud** or **theft**? Yes No
 Persons convicted of offenses involving fraud or theft shall not be entitled to licensure as a locksmith, refer to **Tenn. Code Ann. § 62-11-111(a)(7)**.
- i. If you pled guilty or were found guilty, what was the sentence of the court? (Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below and provide all final court dispositions with this application.)

Date	Charge	Sentence	Probation Completed Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- j. Are you currently on a deferred sentence or on probation? Yes No
- k. Do you currently have charges pending against you? Yes No
 If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal, you must also provide your written explanation of the circumstances surrounding the charges and the arresting officer's report. (Attach a separate sheet of paper, if necessary.)

Date of Arrest	Charge	City and State	Arraignment/Court Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Have you read the Tennessee statutes pertaining to Locksmiths and the corresponding Administrative Rules and do you understand your responsibilities? Yes No

I HAVE ENCLOSED: (Required for Processing**)**

- Acceptable Identification**
- Two (2) color passport-style photos:** (with your name and Social Security Number printed on the back of each) Place the photos in a small envelope with your name printed on it and attach to the application.
- Two (2) completed fingerprint cards or copy of your receipt for electronically scanned prints:** Prints must be rolled nail to nail by a qualified, trained technician on the fingerprint cards provided by this office. The cards must be fully completed and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply to you.
- Final Court dispositions (judgements) on any and all charges/arrests.**
- Proof of a total of thirty (30) Hrs of basic education and an additional eight (8) Hrs for each category.**
- Proof of forty (40) Hrs experience in general locksmithing and an additional ten (10) Hrs for each category.**
- Proof of a valid business license for each business entity** for the county and city in which the business is located, or proof of employment by an association, corporation, partnership, institution, or government agency exempt from paying privilege taxes under title 67, chapter 4 and a notarized statement that no locksmithing services are being offered directly to the public;
- General Liability Insurance:** Attach a current Certificate of Insurance as evidence of coverage.
- Examination:** You are responsible for scheduling the required examination and must successfully complete the required examination prior to issuance of your license. Please refer to the Examination Candidate Information Brochure regarding scheduling and reference materials.
 - **If you can provide satisfactory documentation of five (5) years of full-time locksmithing experience as of June 25, 2007, you will not be required to sit for the examination.**
 - **Please refer to Tenn. Code Ann. § 62-11-111(a)(6) regarding acceptable documentation of experience.**
- Locksmith Company Application:** All locksmiths required to be licensed in Tennessee must also apply for or be employed by a Registered Locksmith Company. Please refer to Administrative Rule 0780-5-13-.03(d), and the Locksmith Company Application for additional information.

STATEMENT OF COMPLIANCE AND UNDERSTANDING:

NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Locksmith Licensing Program* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentations(s) given by me on this application or on any attachments will be punishable under **Tenn. Code Ann. § 62-11**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

(Applicant Signature)

(Date Signed)



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LOCKSMITH LICENSE - APPLICANT INSTRUCTIONS

REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

<u>Application Fee:</u>	\$ 75.00
<u>License Fee:</u>	\$ 25.00
<u>ID Card:</u>	\$ 25.00
<u>Fingerprint Processing Fee:</u>	\$ 60.00 (If this office processes your fingerprint cards)

Total Fees: **\$185.00** (If this office processes your fingerprint cards)
\$125.00 (if fingerprints electronically processed)

- Read and complete each portion of this application carefully.
- Applications submitted without required documents will not be processed until all required materials are submitted.
- All required supporting documents must be included with your application, any application which lacks required information or reflects a failure to meet any requirement for licensure will only be held in a "pending" status for sixty (60) days. If the applicant fails to respond by submitting the required documents, fees, or information within sixty (60) days of any notice from this office, the application will be closed.
- If you fail to respond to any correspondence from this office, your application will be closed or denied.
- It is your responsibility to know and understand the laws and rules regulating locksmiths in the State of Tennessee.
- The photo identification card shall be carried by the licensee at all times when performing duties as a locksmith, and shall be shown upon request.

DOCUMENTS TO BE INCLUDED WITH APPLICATION

- (1) **Acceptable Identification (Proof that applicant is 18 years of age)** which includes at least one (1) of the following:
 1. A driver's license or non-driver's license issued by the State DMV; or
 2. A valid passport; or
 3. A resident alien card or green card; or
 4. A license or permit issued by a government agency; or
 5. If the applicant is a city, state, or federal employee, an employee identification card
- (2) **Two (2) completed fingerprint cards** or a copy of the receipt for electronically scanned prints. Fingerprints must be rolled nail to nail by a qualified, trained technician on the fingerprint cards provided by this office. The cards must be fully completed and signed and all questions in the blocks at the top of the cards must be answered. Cards must be completed using "black" ink only.
- (3) **Statements of any criminal records** in each area where the applicant has resided. Persons convicted of offenses involving fraud or theft shall not be entitled to licensure as a locksmith, refer to **Tenn. Code Ann. § 62-11-111(a)(7)**. Persons convicted of a felony offense, persons who have been convicted of offenses involving the illegal use, possession, sale, manufacture, distribution or transportation of a controlled substance, drug, or narcotic, persons convicted of felonious assault, persons convicted of a crime involving unlawful breaking or entering, burglary, larceny or arson; or persons convicted as a habitual criminal **may not** be eligible for licensure, refer to **Administrative Rule 0780-5-13-.02(8)**.
- (4) **Certified court documents:** Applicants are required to provide certified court documents for each charge(s) or arrest(s) disclosed. Failure to submit the required court documents could result in the closure of your application.
- (5) **Two (2) frontal color passport-style photographs** taken within the preceding three (3) months, which have your name and social security number written on the back of each photo.
- (6) **Proof of a valid business license** for each business entity for the county and city in which the business is located, or proof of employment by an association, corporation, partnership, institution, or government agency exempt from paying privilege taxes under title 67, chapter 4 and a notarized statement that no locksmithing services are being offered directly to the public.
- (7) **Proof of General Liability Insurance:** In accordance with **Tenn. Code Ann. § 62-11-108**, attach a current Certificate of Insurance as evidence of coverage of a general liability policy.
- (8) **Proof of a total of thirty (30) hours of basic education and eight (8) additional hours for each additional category.**
- (9) **Proof of forty (40) hours experience in general locksmithing and ten (10) additional hours for each additional category.**
- (10) **Examination:** You must successfully complete the required examination prior to issuance of your license. **If you can provide satisfactory documentation of five (5) years of full-time locksmithing experience as of June 25, 2007, you will not be required to sit for the examination.** Please refer to **Tenn. Code Ann. § 62-11-111(a)(6)** regarding acceptable documentation of experience.
- (11) **Locksmith Company Application:** All locksmiths required to be licensed in Tennessee must also apply for or be employed by a Registered Locksmith Company. Please refer to **Administrative Rule 0780-5-13-.03(d)**, and the Locksmith Company Application for additional information.