



# Company Application

Alarm, Locksmith, and Fire Sprinkler Program  
[www.ok.gov/odol](http://www.ok.gov/odol)

## OKLAHOMA DEPARTMENT OF LABOR

3017 N. Stiles, Suite 100  
Oklahoma City, OK 73105  
405-521-6100/888-269-5353  
M-F 8:00am-4:30pm

<b>APPLICATION TYPE</b> <input type="checkbox"/> New		<b>APPLICATION FEE</b> \$250.00		<b>EXACT AMOUNT IS RECOMMENDED FEE IS NON-REFUNDABLE</b>	
NOTE: NO FEE if Locksmith ONLY sole proprietor					
<b>If Application not completed within 120 days of submission, a new application will need to be filed.</b>					
<b>REQUIRED DOCUMENTATION FOR NEW APPLICANTS:</b>					
<ul style="list-style-type: none"> <li>• Oklahoma Secretary of State registration (current) <ul style="list-style-type: none"> <li>○ If Doing Business As (DBA) – <b>MUST</b> provide current registration for each DBA</li> </ul> </li> <li>• Articles of corporation (if applicable)</li> </ul>					
Company Name:			Federal Tax #:		State Tax #:
Physical Address:		City:	State:	Zip Code:	
Mailing Address (if different):		City:	State:	Zip Code:	
Phone: (    )			E-mail Address:		
Number of Years Company has been in Business:			Number of Employees:		
Who will be the monitoring station for your accounts?					
Company Manager Name & License #:			Manager Cell Phone #:		
<b>CATEGORIES HELD BY MANAGER:</b> <input type="checkbox"/> Burglar Alarm/Residential Fire Alarm <input type="checkbox"/> Commercial Fire Alarm <input type="checkbox"/> Electric Access Control <input type="checkbox"/> Closed Circuit Television <input type="checkbox"/> Nurse Call <input type="checkbox"/> Locksmith <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Monitoring					
<b>MILITARY STATUS</b>					
Within the past six (6) months, have you been honorably discharged from the Armed Forces of the United States, coming off Active Duty as a member of the National Guard or Reserves, or transferred from another state to Oklahoma? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide date of discharge/coming off Active Duty/transfer: _____					
Are you a spouse of an active duty member of the Armed Forces of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
I certify the information given on this application by me and on the attached certification is true and accurate to the best of my knowledge. I understand that false information could result in revocation of my license.					
Signature of <u>Applicant</u> / <b>APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE</b>					DATE
Signature of <u>Manager</u> / <b>APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE</b>					DATE
Be aware by completing this application you are submitting to a national Federal Bureau of Investigation background check. Your criminal history record search obtained pursuant to U.S. Department of Justice Order 556-73 may not meet employment requirements. Should this be the case, you will have the opportunity to appeal to the Alarm/Locksmith Advisory Board. If you would like additional information regarding your background check, please refer to the Federal Bureau of Investigation website at <a href="http://www.FBI.gov">www.FBI.gov</a> .					



### FOR OFFICE USE ONLY

The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	Date:	Lic #:	Receipt #:
	Initials:	Payment Type:	Amount:



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Does any officer of the corporation have 25% or greater interest in this company? If **YES**, please submit the following for each:

- 2 completed finger print cards
- Color copy of 2 forms of ID
- Color passport photo

### Officer of Corporation:

**President:**

Phone #:

Address:

City:

State:

Zip:

**Vice President:**

Phone #:

Address:

City:

State:

Zip:

**Secretary:**

Phone #:

Address:

City:

State:

Zip:

### Branch Offices

Please list all locations of branch offices in Oklahoma (if additional space needed, please add as an attachment)

All DBA (Doing Business As) company names MUST be filed with the Oklahoma Secretary of State

Doing Business As (If different):

Physical Address:

City:

State:

Zip:

Mailing Address (if different):

City:

State:

Zip:

Office Phone #:

Manager Name & Lic #:

Manager Phone #:

E-mail Address:

Manager Signature

DBA (If different):

Physical Address:

City:

State:

Zip:

Mailing Address (if different):

City:

State:

Zip:

Office Phone #:

Manager Name & Lic #:

Manager Phone #:

E-mail Address:

Manager Signature



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### Listed Employees

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

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Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

Name: \_\_\_\_\_ Position/Lic Held: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED.  
IF ADDITIONAL ROOM IS NEEDED, MAKE COPIES OF THIS PAGE.**

## Privacy Act Statement and Applicant Notification

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### Applicant Record Challenge

**Applicant Record Challenge:** Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit [www.FBI.gov](http://www.FBI.gov) or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>. If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred