

**ALABAMA ELECTRONIC SECURITY  
BOARD OF LICENSURE**

RT MANAGEMENT, INC. - CONTRACTOR



**2022/2023  
APPLICATION PACKET**

**DEADLINE  
FOR  
RENEWAL**

**December 31, 2021**

# AESBL

## Holiday Office Hours

### 2021

In anticipation of companies/individuals renewing at the end of the year, we are publishing our office hours for Christmas and New Years so that licensees will know our availability ahead of time.

Therefore, at the end of the year, if you need help with renewal applications or have any questions, please contact our office in advance so that we may be of assistance. Renewals must be postmarked by December 31, 2021, in order to not be considered late. You may drop off packets at our office; but if the office is closed for the holidays, you may drop them off at our secure mailbox at the UPS Store at 7956 Vaughn Road, PMB 392 in the Sturbridge Shopping Center.

Please note that during the busy renewal period, all applications are processed in the order that they are received. Processing of the backlog of applications typically takes until the end of January or mid-February. Please keep this in mind when submitting your renewal applications at the end of December.

#### CHRISTMAS:

Monday, December 20<sup>th</sup> – open 7:30 am – 3:30 pm

Tuesday, December 21<sup>st</sup> – open 7:30 am – 3:30 pm

Wednesday, December 22<sup>nd</sup> – open 7:30 am – 3:30 pm

Thursday, December 23<sup>rd</sup> – open 7:30 am – 12:00 pm

Friday, December 24<sup>th</sup> – CLOSED

#### NEW YEARS:

Monday, December 27<sup>th</sup> – open 7:30 am – 3:30 pm

Tuesday, December 28<sup>th</sup> – open 7:30 am – 3:30 pm

Wednesday, December 29<sup>th</sup> – open 7:30 am – 3:30 pm

Thursday, December 30<sup>th</sup> – open 7:30 am – 3:30 pm

Friday, December 31<sup>st</sup> – open 7:30 am – 12:00 pm

# **NOTICE FROM THE AESBL REGARDING INDIVIDUAL LICENSES**

## **INDIVIDUAL LICENSES DO NOT TRANSFER WHEN EMPLOYMENT CHANGES**

Individual licenses, including a QA license, issued by the AESBL do not transfer with the individual when employment changes from one security/locksmith company to the next. If you are no longer employed with the company named on your ID badge, and you are hired by another company, you must re-apply with a new application page, passport sized photo, and the applicable fees. You will need to contact the AESBL staff to inquire about pro-rated fees, CEUs, and whether or not a new background check is needed.

Additionally, if a licensee transfers from one branch to another branch within the same company, a new application needs to be submitted to the AESBL in order to update the branch office the employee is working under. Transferring from one branch to another branch within the same company, without a lapse in licensing, will not require any additional fees.



**ALABAMA ELECTRONIC SECURITY  
BOARD OF LICENSURE**

7956 VAUGHN ROAD, PMB 392

MONTGOMERY, ALABAMA 36116

phone # 334-264-9388~~~fax # 334-264-9332

e-mail~[administrative@aesbl.alabama.gov](mailto:administrative@aesbl.alabama.gov)

website~[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 .31, 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 website.

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 2022/2023 or **renewal** applicants who have been arrested or convicted of a crime other than a minor traffic violation must submit **two completed ALEA background forms**, two completed fingerprint cards, and **\$38.25 (debit/credit card, money order, or cashier's check made payable to ALEA)** processing fee for ALEA Criminal Background Reports.

All **renewal** applicants for 2022/2023 must complete the ALEA background check forms and **two (2) fingerprint cards** and \$25.00 **(debit/credit card, money order, or cashier's check made payable to ALEA)**. ***\*\*\*If the renewal application is postmarked/received after January 31<sup>st</sup>, a fee of \$38.25 must be paid and a state and federal background check run.\*\*\****

AESBL will issue ID cards to Qualifying Agents, Installers, Locksmiths, 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 2020/2021 licenses expire December 31, 2021, and **must be renewed by December 31, 2021.**

**\*\*Visit our website at [aesbl.alabama.gov](http://aesbl.alabama.gov)\*\***



## MEMORANDUM

TO: Companies with Late or Non-renewal of License

FROM: Alabama Electronic Security Board of Licensure (AESBL)

In accordance with Section 34-1A-7.(f) of the Code of Alabama which established the Alabama Electronic Security Board of Licensure (the Board), the members of the Board have established Alabama Administrative Code 304-X-1-.04(6)(a)(b)(c) regarding fines for companies performing burglar alarm or locksmith work without a current license.

All companies, unless specifically exempt by Chapter 1A of Title 34, Code of Alabama 1975, which sell, install, monitor or otherwise operate in the burglar alarm or locksmith business in the State of Alabama must obtain a license from this Board in a timely manner or shall be subject to the following monetary penalties:

- \* Companies operating in the burglar alarm or locksmith business that do not renew a license by December 31<sup>st</sup> shall be subject to a late fee of \$150.00.
- \* Companies which are currently operating in the burglar alarm or locksmith business and do not obtain a license by **March 31st**, the fine shall be **\$500.00**.
- \* Companies which are currently operating in the burglar alarm or locksmith business and do not obtain a license by **April 30th**, the fine shall be an additional **\$500.00**.

**If your company is operating in the burglar alarm or locksmith business in Alabama without obtaining the proper license from AESBL, please immediately complete the application process to prevent additional monetary penalties.**

## Schedule of Monetary Penalties for Violation of Section 34-1A-5(h), (i), (j) and (l)

Approved November 6, 2014

The Monetary Penalty Schedule below applies to the following types of violations reported to and/or verified by the AESBL:

1. Failure of a licensee to display its AESBL license at its normal place of business and in a manner easily readable by the general public. Code of Alabama, 1975, Section 34-1A-5(h)
2. Failure of a licensee to display a notice prominently in the place of business that contains the name, mailing address and telephone number of the board and a statement informing consumers that complaints against licensees may be directed at the board. (Code of Alabama, 1975, Section 34-1A-5(i))
3. Failure of a licensee to display its AESBL license number in all advertising. (Code of Alabama, 1975, Section 34-1A-5(j)) Advertising media includes, but is not limited to, telephone book ads, newspaper ads, advertising flyers, company displays, social media, business cards, company vehicles, contracts and agreements, etc.
4. Failure of a licensee to include on the licensee's contracts and agreements for services the name, mailing address and telephone number of the board and a statement informing consumers that complaints against licensees may be directed to the board. (Code of Alabama, 1975, Section 34-1A-5(l))

### **Monetary Penalty Schedule**

First report of violation	\$25.00
Second report of violation	\$75.00
Third report of violation	Licensee required to appear before the board and may be subject to additional monetary penalties or suspension or revocation of license.



## **2022 / 2023 AESBL LICENSING FEE SCHEDULE**

### **Cashier's Check, Money Order, Or Credit/Debit Cards**

<b>A. Company:</b>	<b><u>Two-Year</u></b>
First Time Administrative Fee <u>or</u> Late Renewal after December 31, 2021 <u>or</u> Company Name Change Fee	\$150.00
<b><u>PLUS:</u></b>	
Company (Incorporated, LLC, or LP) License Fee and Annual Fee	\$400.00
<b><u>- OR -</u></b>	
Company (Sole Proprietorship or non-incorporated partnership) 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—Burglar Alarm only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(2) Qualifying Agent—Locksmith only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(3) Burglar Alarm/Access Control/CCTV Installer	\$ 50.00
(4) Locksmith/Access Control/CCTV Installer	\$ 50.00
(5) Salesperson	\$ 50.00
(6) Helper	\$ 50.00
(7) Monitoring Station Operator	\$ 25.00
(8) Administrative	\$ 0.00

**\*\*\*\*Please see page 4a for discounted fee schedule for current renewals only\*\*\*\***

**\*\*\*\*Prorated fees may be available. Please check with the AESBL staff\*\*\*\***

**AESBL Fee Schedule**  
**For Current Renewals Only**  
**2022-2023**

COMPANY	June 1 - Aug 31	Sept 1 - Nov 30	December
Company (Incorporated, LLC, or LP)	\$360.00	\$380.00	\$400.00
Company (Branch Office)	\$360.00	\$380.00	\$400.00
Company (Sole Prop./Non-Inc. Partnership)	\$270.00	\$285.00	\$300.00
Admin Fee/Company Name Change Fee	\$150.00	\$150.00	\$150.00
INDIVIDUALS	June 1 - Aug 31	Sept 1 - Nov 30	December
Qualifying Agent - Burglar Alarm only	\$45.00	\$47.50	\$50.00
Add: QA Access Control	\$45.00	\$47.50	\$50.00
Add: QA CCTV	\$45.00	\$47.50	\$50.00
Qualifying Agent - Locksmith only	\$45.00	\$47.50	\$50.00
Add: QA Access Control	\$45.00	\$47.50	\$50.00
Add: QA CCTV	\$45.00	\$47.50	\$50.00
Burglar/Access Control/CCTV Installer	\$45.00	\$47.50	\$50.00
Locksmith/Access Control/CCTV Installer	\$45.00	\$47.50	\$50.00
Salesperson	\$45.00	\$47.50	\$50.00
Helper	\$45.00	\$47.50	\$50.00
Monitoring Station Operator	\$22.50	\$23.75	\$25.00
Administrative	\$0.00	\$0.00	\$0.00

Continuing with the 2022-2023 renewal period, there will be a 10% reduction in applicable fees between June 1, 2021, and August 31, 2021. There will be a 5% reduction in applicable fees between September 1, 2021, and November 30, 2021. The reduced fee amounts end after November 30th. Beginning December 1, 2021, applicable fees will no longer be reduced.

These reduced fees only apply to companies and individuals renewing within their assigned renewal period and to those that have been licensed during the most recent licensing period.

Reduced fees **do not** apply to ALEA fees.



# Credit/Debit Card Payment Form

## (OPTIONAL PAYMENT METHOD)

Please choose one of the following:

- ☐ **I wish to pay by credit/debit card by phone. Please call the following:**

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Phone Number

**OR**

- ☐ **I wish to pay by credit/debit card. Please use the card information below:**

Cardholder Name \_\_\_\_\_

Card Number / Type \_\_\_\_\_

Address (including zip) \_\_\_\_\_

Expiration date \_\_\_\_\_

CVV Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Transaction Amount \$ \_\_\_\_\_

\*Authorized Signature \_\_\_\_\_

\*By signing this form, I authorize RT Management, Inc., acting on behalf of the Alabama Electronic Security Board of Licensure / State of Alabama, to process the above transaction. I understand a receipt will be mailed when processed.

**\*\*\*There is a 3.5% processing fee\*\*\***

**\*\*\*STATE OF ALABAMA will appear as payee on bank/credit card statement\*\*\***

Please note that credit/debit card information is not kept on file by RT Management, Inc. or the AESBL.  
All authorization forms will be shredded.

2022 / 2023

**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 administrative@aesbl.alabama.gov  
~website 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 Alabama county is your company physically located in? \_\_\_\_\_

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

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

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

Company Contact Person: \_\_\_\_\_ Direct Phone Number: \_\_\_\_\_

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

**SEE 2022/2023 AESBL LICENSING FEE SCHEDULE (Page # 4 )**

\_\_\_ First Time Admin Fee or Late Renewal Fee or Name Change Fee      \$150.00

PLUS

\_\_\_ Company (Incorporated, LLC, or LP) ..... License Fee      \$400.00

OR

\_\_\_ Company (Sole Proprietorship/non-incorporated partnership) . . License Fee      \$300.00

OR

\_\_\_ Company Branch Office Annual Fee (No Administrative Fee Required)      \$400.00

If you did not obtain a license in 2020/2021 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.)

Company Type: Burglar Alarm \_\_, Monitoring \_\_, CCTV \_\_, Access Control \_\_, Locksmith \_\_  
Electronic  
Check all that apply.

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

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

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

\_\_\_ Check or Money Order in Proper Amount Made Out to AESBL?

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

\_\_\_ ALEA Criminal History Information Release Forms, FBI fingerprint cards, and 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 \_\_\_\_\_ Authorized Official's Signature \_\_\_\_\_

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, ALEA 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, money order,  
or credit/debit cards**

### **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 ALEA criminal history forms are required for criminal history background reports on each monitoring station operator within 100 miles of an Alabama border. Processing fee for ALEA criminal history form is \$25.00 made payable to ALEA. **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 monitoring 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), or Central Station Alarm Assoc. (CSAA).
- 5) \$25.00 for each monitoring operator
- 6) **No Qualifying Agent required, but a point-of-contact administrator should be registered with the AESBL.**
- 7) See page 8 for additional Monitoring Company information.

**2022/2023**

**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 2022/2023 License

### Alabama Administrative Code 304-X-1-.03(6)(i) 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 offence during the license 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 of the immediate license suspension or revocation. Following the hearing, a simple majority vote of a quorum of the board will determine whether the licensee's license shall be suspended or revoked.

**1) RENEWAL LICENSES** will be issued when a **COMPLETE 2022/2023 Application** is received at AESBL.

**2) EXCEPTION:** If an applicant initials, "I certify that I have been arrested or convicted of a crime other than a minor traffic violation", the **RENEWAL LICENSE will not be processed** until criminal history background results are received from FBI.

**3) NEW APPLICANTS:** ALEA background forms, **two (2) completed FBI fingerprint cards, a current driver's license**, and a \$38.25 money order or cashier's check made payable to ALEA are required. Individual licenses cannot be issued until the FBI criminal background reports are processed by FBI and returned to AESBL. **Company checks, cashier's checks, money orders, and credit cards are accepted.**

**4) RENEWING APPLICANTS** must complete the ALEA background forms with **2 completed fingerprint cards, a current driver's license**, and include a \$25.00 money order or cashier's check made payable to ALEA. **Company checks, cashier's checks, money orders, and credit cards are accepted.**

**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 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 2020-2021 licenses expire December 31, 2021, and subsequent year applications, documentation, pictures, and fees must be received by AESBL before **December 31st** at the end of the licensing 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 2022/2023 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 2022/2023 Individual 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, money order, or by credit/debit card** in the proper amount made payable to AESBL determined by position and two year license. **Refer to Fee page 4.**

**Education:** See page 13

**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 the ALEA background forms, 2 completed fingerprint cards, a current driver’s license, and a \$38.25 fee (company check, cashier’s check, money order, or debit/credit card) made payable to ALEA if:**

**You were not licensed by AESBL for year 2021, or**

**You fail to renew your license within thirty (30) days of the expiration date of your most recent license (by January 31<sup>st</sup> of the following year after expiration), or**

**You were arrested or convicted of a crime other than a minor traffic violation, 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 ALEA background forms along with 2 completed fingerprint cards, include a current driver’s license, and remit \$25.00 (money order or cashier’s check) payable to ALEA. \*\*\*If the renewal application is postmarked/received after January 31<sup>st</sup>, a fee of \$38.25 must be paid and a state and federal background check run.\*\*\***

**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.



2022 / 2023

**Qualifying Agent License Application****Alabama Electronic Security Board of Licensure**

7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

No Staples Please  
Paper Clips OnlyApplies for both  
Alarm and  
Locksmith  
CompaniesIndividual's Name \_\_\_\_\_  
First Middle LastWere you licensed by AESBL in year 2020/21? \_\_\_\_\_ 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/ZipCode \_\_\_\_\_

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

**Fees for Qualifying Agents - \$50.00 or \$100 or \$150 for 2 years (\*see page 4\*)**This application must be accompanied by a cashier's check, money order, or credit/debit card  
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 \_\_\_\_\_ Locksmith Certification \_\_\_\_\_ 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 other than a minor traffic violation \_\_\_\_\_  
(Initial)I certify that I have been arrested or convicted of a crime other than a minor traffic violation \_\_\_\_\_  
(Initial)Initial only  
ONE  
responseHave 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 \_\_\_\_\_

2022 / 2023

No Staples Please  
Paper Clips Only**Individual License Application****Alabama Electronic Security Board of Licensure**

7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Individual's Name \_\_\_\_\_  
First Middle LastWere you licensed by AESBL in year 2020/21? \_\_\_\_\_ 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, money order, or credit/debit card  
in the proper amount made payable to AESBL.

See AESBL Licensing Fee Schedule Page #4 (check all that apply but pay only first one checked)

<input type="checkbox"/> Burglar Alarm Installer	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Helper
<input type="checkbox"/> Salesperson	<input type="checkbox"/> CCTV Installer	<input type="checkbox"/> Administrative
<input type="checkbox"/> Monitoring Station Operator	<input type="checkbox"/> 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 other than a traffic violation \_\_\_\_\_. (Initial)I certify that I have been arrested or convicted of a crime other than a traffic violation \_\_\_\_\_. (Initial)Have you ever had any business license revoked? yes or no \_\_\_\_\_  
(If yes provide written explanation and attach to Application.)

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

\*QA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Or Authorized Official

(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 \_\_\_\_\_Initial only  
ONE  
response



# Summary of AESBL

## Educational Requirements for 2022/2023

**NOTE:** As of January 1, 2017, a Qualifying Agent is required for both Locksmith companies as well as Burglar Alarm companies. This change was made in order to satisfy educational requirements for Access Control and CCTV. As of January 1, 2017, Locksmiths are now able to perform CCTV work with the required certification.

**Qualifying Agents** (QA's) at companies that perform Burglar Alarm installation 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.

**Qualifying Agents** (QA's) at companies that perform Locksmith work **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA), the Beginner Locksmith Test of the Alabama Locksmith Association, or the former AESBL Locksmith Test for licensing in 2022/2023.

**Qualifying Agents** (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 or an approved equivalent class certification.

**Qualifying Agents** (QA's) at companies that install or service CCTV systems must have the NTS Video Systems Technology course or an approved CCTV 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 2022/2023 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.

All **Installers and Locksmiths** that install or service CCTV systems must provide AESBL certificates verifying they have completed NTS Video Systems Technology course or approved 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), the Beginner Locksmith Test of the Alabama Locksmith Association, or AESBL Locksmith Test for licensing in 2022/2023.

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

# AESBL CEU REQUIREMENT NOTICE

## 2022/2023 Renewals

**NOTICE: All CEUs submitted must be approved by the AESBL and listed on our website or must qualify for CEU credit under the guidelines posted on our website**

As of January 1, 2018, the CEU requirements for 2022/2023 renewals for individuals working for companies with a name beginning I - Z (those that renewed for two years in 2020-2021) will be as follows:

- |   |                     |
|---|---------------------|
| 1. Alarm personnel—QAs and Installers<br><u>One licensing category only</u> | 1.6 CEUs = 16 hours |
| 2. Salespersons <u>only</u>   | 1.6 CEUs = 16 hours |
| 3. Locksmiths <u>only</u>   | 1.6 CEUs = 16 hours |
| 4. Alarm personnel + Access Control / CCTV                                  | 2.4 CEUs = 24 hours |
| 5. Locksmiths + Access Control / CCTV Installers                            | 2.4 CEUs = 24 hours |

**NOTE: All licensees who perform only one discipline will need to obtain 8 CEU hours per year with a total of 16 hours per two-year licensing period. All licensees who perform two or more disciplines will need to obtain a total of 24 CEU hours per two-year licensing period.**

**Specifically for Alarm Installers, an alternative to CEU hours is to obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate from ESA. The current certificate must be dated no earlier than 2020.**

**Copies of all CEU certificates must be submitted and itemized individually on the following CEU Reporting Form (page 15).**

**All licensees can earn 01.0 CEU credit by attending a quarterly AESBL board meeting and receiving a CEU certificate from the administrative staff. A maximum of 4.0 CEU credit hours can be earned during a calendar year.**



## Alabama Electronic Security Board of Licensure CEU Reporting Form

All CEUs submitted must be approved by the AESBL and listed on our website or must qualify for CEU credit under the guidelines posted on our website.

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. Locksmith only must have 1.6 CEUs or 16 hours. Alarm only must have 1.6 CEUs or 16 hours. Locksmiths licensed for CCTV and /or Access Control must have 2.4 CEUs or 24 hours. Alarm QAs and Installers must have 2.4 CEUs or 24 hours of industry related training. Salespersons must have 1.6 CEUs or 16 hours.**

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 ALEA AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM

Included in the packet is a Criminal History Information Release Form used by the Alabama Law Enforcement Agency (ALEA).

**For 2022/2023, companies I-Z will be required to submit the ALEA Criminal History Forms for individuals renewing.**

**TWO (2) ORIGINAL FINGERPRINT CARDS ARE REQUIRED.  
COPIES ARE NOT ACCEPTED.**

### **REQUIRED:**

- ✓ **Applicants not licensed by AESBL for 2021, 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 other than a minor traffic violation must complete the ALEA Criminal History Information Release Form and the Application to Review Alabama Criminal History Record Information and two (2) FBI fingerprint cards and submit these items along with a current driver's license, and a company check, cashier's check, money order, or debit/credit card for \$38.25 per person, made payable to ALEA for processing ALEA reports.**
- ✓ **All renewing applicants must submit the two (2) ALEA Criminal History Forms and two (2) fingerprint cards along with a current driver's license, and a company check, cashier's check, money order, or debit/credit card for \$25.00 per person, made payable to ALEA for processing ALEA reports.**
- ✓ **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 two (2) FBI fingerprint cards completed. These **completed fingerprint cards** must be mailed to AESBL along with a current driver's license, and a company check, cashier's check, money order, or debit/credit card for \$38.25 per person and made payable to ALEA for processing ALEA and FBI reports.**
- ✓ **Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.**
- ✓ **Signatures on the ALEA Criminal History form must be notarized or witnessed by two people.**
- ✓ **When completed forms and proper fees are received, ALEA/FBI will perform criminal background checks and provide reports to the AESBL. **It typically takes approximately 2 – 3 weeks for reports to be returned to the AESBL from ALEA.****



## **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**

**\*\*\*IF AN INDIVIDUAL APPLICANT DOES NOT SUBMIT FOR RENEWAL BY JANUARY 31, 2022, THEY ARE CONSIDERED A NEW APPLICANT AND MUST PAY FOR A FULL BACKGROUND CHECK THROUGH ALEA/FBI (\$38.25)\*\*\***

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

**ALEA fees can be paid by company check, cashier's check, money order, or debit/credit card. All fees should be a separate payment and made payable to ALEA.**

---

**LICENSEE'S/ APPLICANT'S AUTHORIZATION FOR A CRIMINAL BACKGROUND CHECK AND/OR REQUEST TO  
CHANGE, CORRECT, OR UPDATE THEIR CRIMINAL HISTORY**

---

\_\_\_\_\_, hereby authorizes the Alabama Electronic  
(printed name)  
Security Board of Licensure (hereinafter "AESBL") to receive my criminal history information  
to determine my suitability for licensure. I understand that my fingerprints will be utilized to  
conduct a federal and state criminal background check and that the AESBL is authorized to  
conduct the criminal background check pursuant to Alabama Code Section 34-1A-5(d)(2a) and  
Alabama Code Section 34-1A-5(d)(2b). I, being of sound mind and legally competent, hereby  
authorize the AESBL to obtain any and all criminal history information on said applicant from the  
ALEA and/or FBI.

\_\_\_\_\_  
As set forth in Title 28 CFR, Section 16.34, I understand that I, as an applicant or renewal  
licensee, may challenge or appeal any portion of my Criminal History Record Information (CHRI)  
that I believe to be incomplete or inaccurate by contacting the Records & Identification Division  
located within ALEA at 334-353-4340. I understand that inquiries may also be made into my  
history of controlled substance or alcohol abuse, and into my fitness to enter or remain in the  
Alarm or Locksmith profession.

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

\_\_\_\_\_  
Date



## APPLICATION TO REVIEW ALABAMA CRIMINAL HISTORY RECORD INFORMATION



## PERSONAL INFORMATION

Full Name (First, Middle, Last, Suffix): \_\_\_\_\_ Sex/Gender: ☐ Male ☐ Female

Aliases/Nickname: \_\_\_\_\_

Applicant Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (MM/DD/YYYY) Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other (please specify) \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

## WORK INFORMATION

Employer Name: \_\_\_\_\_ Employer Phone: ( ) \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone: ( ) \_\_\_\_\_

State Agency: \_\_\_\_\_ Agency Phone: ( ) \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Job Role/Classification: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

## Included with my Release are the following items:

- ☐ Completed Application signed by applicant and two witnesses OR notarized.
- ☐ The required copy of my valid photo identification.
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required.
- ☐ *If applying for state employment/licensure/certification, reference that agency's fee requirements for a background check.*
- ☐ **PERSONAL REQUESTS ONLY:** The required \$25.00 administrative fee (must be in the form of a money order or Cashier's check made payable to the ALEA, Criminal Records and Identification Unit).

## AFFIDAVIT FOR RELEASE INFORMATION

I hereby authorize the Alabama Law Enforcement Agency to release any and all criminal history information to:

Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, PMB 392, Montgomery, AL 36116, 334-264-9388

## Name &amp; Address of Requesting Agency or Authorized Agent\*

I, the above referenced individual, hereby request to release any and all criminal history record information (CHRI) maintained by both the Alabama Law Enforcement Agency, the Federal Bureau of Investigation, and any information relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975). Furthermore, as set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34 I have the right to challenge or appeal any portion of my state and/or federal CHRI that I believe to be inaccurate (see "Appendix A" for contact information).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

FOR ALEA OFFICIAL USE ONLY: TCN: \_\_\_\_\_ SID: AL \_\_\_\_\_

Received By (Initials): \_\_\_\_\_/Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Processed By (Initials): \_\_\_\_\_/Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Walk-in/Hand Delivered ☐ Mailed ☐ Status: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Billed: \_\_\_\_\_ Paid: \_\_\_\_\_ No Charge: \_\_\_\_\_

Check#: \_\_\_\_\_

Background Check Qty: \_\_\_\_ Total: \$ \_\_\_\_\_

Certified Letter Qty: \_\_\_\_ Total: \$ \_\_\_\_\_



ALABAMA LAW ENFORCEMENT AGENCY  
**APPLICATION TO CHALLENGE**  
Alabama Criminal History Record Information



**Appendix A**

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Criminal Records and Identification Unit that he or she believes to be **inaccurate**. To submit a challenge regarding criminal history record information (CHRI) provided by the Alabama Law Enforcement Agency, Criminal Records and Identification Unit. Please complete the steps described below and mail this form and all supporting documentation to:

**ALEA Criminal Records and Identification Unit – P.O. Box 1511 – Montgomery, AL 36102-1511 – ATTN: Record Challenge.**

Failure to properly complete the form or provide the appropriate documentation, may cause a delay in processing your request.

I, \_\_\_\_\_, wish to challenge my Alabama CHRI provided to me by the Alabama Law Enforcement Agency Criminal Records and Identification Unit on \_\_\_\_/\_\_\_\_/\_\_\_\_.

- I understand that I must return this challenge form, along with the documentation required below, to the ALEA Criminal Records and Identification Unit no later than one year in order to challenge this information under this request. I further agree and understand that I must submit a new Request to Review or Challenge my criminal history record information in accordance with the procedure established by the Alabama Justice Information (AJI) Commission should I wish to challenge my Alabama criminal history after that date.
- I understand that I must provide below or ATTACH IN WRITING TO THIS FORM the following information regarding EACH arrest and/or disposition I am challenging before my challenge can be reviewed or processed by the ALEA Criminal Records and Identification Unit. I also understand that I should attach copies of the official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
- I understand that my challenge will be reviewed by an ALEA Criminal Records and Identification Unit official, along with the documentation provided. I also understand that my challenge may also be sent to the originating criminal justice agency with custody over the challenged information for their review, and that this process may take several weeks or longer to complete.

**Please list the SPECIFIC charge, date, and Arresting Agency/Court for each arrest or disposition being challenged:**

DATE	AGENCY	ARREST CHARGE/DISPOSITION CHALLENGED
1.		
2.		
3.		
4.		
5.		

Please also provide the following details:

A. The details related to why each specific arrest or disposition listed above is inaccurate:

B. The information believed to be correct information for each arrest or disposition being challenged:

C. The agency and/or court where I obtained what I believe to be the correct supporting information (if applicable) from is:

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



# Applicant Instructions

## For completing the ALEA Application to Review Alabama Criminal History Record Information or to Challenge Alabama Criminal History Record Information



### Appendix B

In order for your request to review, challenge or appeal your Alabama Criminal History Record Information to be processed by the Alabama Law Enforcement Agency (ALEA), **you must complete the ALEA Application to Review (SBI Form 46) or to Challenge Alabama Criminal History Record Information (SBI Form 46 Appendix A) in accordance with the following instructions:**

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
  - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
  - b. A valid unexpired United States Citizenship and Immigration Service Document, which may include either:
    - i. Certificate of Naturalization N-550
    - ii. Replacement Certificate of Naturalization N-570
    - iii. Special Certificate of Naturalization N-578
    - iv. Certificate of Citizenship N-560
    - v. Replacement Certificate of Citizenship N-561
    - vi. Certificate of Citizenship (Posthumous) N-645, N-645A
  - c. A valid unexpired United States Passport; or
  - d. A valid unexpired Foreign Passport which meets the following requirements:
    - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
    - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "Criminal Records & Identification Unit" (sorry – personal and/or business checks are not accepted).; and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
  - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card). This ensures positive identification and insures that the proper criminal record is reviewed.
  - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency  
Criminal Records and Identification Unit  
ATTN: Background Checks  
P.O. Box 1511  
Montgomery, Alabama 36102-1511
5. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
  - a. A copy of the Alabama Criminal History Record being challenged;
  - b. The charge and DATE of each specific arrest or disposition being challenged;
  - c. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
  - d. A listing of each specific arrest or disposition being challenged;
  - e. The details related to why each specific arrest is inaccurate;
  - f. What the applicant believes to be the correct information for each arrest or disposition being challenged;
  - g. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
  - h. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
6. **Your completed request and all of the required documentation should be mailed to:**

Alabama Law Enforcement Agency  
Criminal Records and Identification Unit  
ATTN: Record Challenge  
P.O. Box 1511  
Montgomery, Alabama 36102-1511

Please allow a minimum of 4-5 weeks from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling 334-517-2450 or 1-866-740-4762.



# Instructions for Law Enforcement Official

## Taking the applicant's fingerprints on FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07)



### Appendix C

In accordance with Alabama law and the procedures established in Section 265-X-2 of the *Alabama Administrative Code*, individual citizens may request and may be provided with classifiable sets of their own fingerprints to accompany a request for his/her own Alabama Criminal History Record Information (CHRI) from the Alabama Law Enforcement Agency (ALEA).

- One of the requirements for an individual to request their own criminal history record information is that the individual to provide ALEA with a classifiable set of his or her own fingerprints (taken by an authorized law enforcement agency with an FBI-issued ORI) with his or her application to Review or Challenge his or her own Alabama criminal history. This ensures positive identification and insures that the proper criminal record is reviewed and/or challenged.
- The individual you are fingerprinting should provide proper identification to your agency upon request.
- The individual's fingerprints should be taken by law enforcement on an FBI "Applicant" Fingerprint Card (i.e. blue card). Please ensure that your agency's name and ORI, AND your name and telephone number, are included on the completed fingerprint card. A sample of the FBI "Applicant" Fingerprint Card FD-258 (Rev 12-10-07) for your reference purposes is provided below.

- Please return the completed fingerprint card to the applicant, as it is the APPLICANT's responsibility to mail the completed CHRI Release Form (SBI Form 46), along with his/her own fingerprint card and the other required documents. See SBI Form 46 Appendix B for mailing instructions.
- If you have any questions, please call ALEA at 334-517-2450 or 1-866-740-4762. To request blank FBI APPLICANT cards, your law enforcement agency may contact the FBI Customer Service Group, CJIS Division Biometric Section at (304) 625-5590 or by e-mail at [identity@ic.fbi.gov](mailto:identity@ic.fbi.gov).



## ORDER FORM

### Fingerprint Cards for 2022/2023 License Application

**Per ALEA, all individuals who apply for an AESBL license must submit two (2) original fingerprint cards. Copies of fingerprint cards are not acceptable.**

This includes all renewing applicants, all 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 other than a minor traffic violation **must** obtain two (2) FBI fingerprint cards from AESBL and go to their local law enforcement authority's office to be fingerprinted.

Two (2) 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 and will need fingerprint cards to  
(number)  
apply for a license.**

**Please send fingerprint cards to:**

**Company name:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City/state/zip:** \_\_\_\_\_

Fax completed form to: **334-264-9332**

**or**

Email completed form to: **administrative@aesbl.alabama.gov**

**or**

Mail completed form 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 the 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's 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 time of the applicant's birth indicating the applicant's place of birth in the United States

#### ***HB56, Section 3(10):***

- Valid, 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 document bearing a photograph or other biometric identifier, if issue by an entity that requires proof of lawful presence in the United States before issuance
- 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 applicants and ALL renewal 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 or renewal 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 HB 56, 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 \_\_\_\_\_ 20\_\_.

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

\_\_\_\_\_  
*Notary Public*

My commission expires: \_\_\_\_\_

**AFTER REVIEWING YOUR 2022/2023 APPLICATION PACKET, IF YOU  
WOULD LIKE TO SUBMIT FOR THE CCTV WAIVER, THE  
FOLLOWING PROCEDURES APPLY:**

## **Procedures for CCTV Waiver**

### **Alabama Administrative Code, 304-X-1-.05(7)**

(g) Alarm 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-.05(5)(b) 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.

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

(i) 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.



## **PROCEDURES FOR CCTV WAIVER**

1. An individual Qualifying Agent (Alarm) or Qualifying Agent (Locksmith) must submit a complete, signed and witnessed Certification for Waiver to AESBL. (See Certifications for Qualifying Agents and Locksmiths.)
2. AESBL reviews its data base and files to determine if there have been monetary penalties or documented violations of Code.
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.
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 Director.
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 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.
10. If the Qualifying Agent who holds the CCTV Waiver is no longer employed by the company, the waiver is then considered null and void. A CCTV Waiver does not transfer with the Qualifying Agent and it is not retained by the company. The company's new Qualifying Agent must apply for a new CCTV 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 cannot again request waiver of CCTV training and cannot 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 Director)



## THINGS TO REMEMBER

1. Your company license must be displayed in your business.
2. A notification of where to file a complaint must be displayed in your business and on or attached to the contract.
3. All advertising must show state license number of Company: "AESBL# xxxx"
4. Company vehicles that advertise its name, phone number, services, etc. must have its company license number displayed on each vehicle. It can be displayed as "AESBL# xxxx" or "Lic# xxxx" and should be visible from at least one car length.
5. All individuals who sell, install, service, or monitor electronic security systems and/or locks for motor vehicle, residential or commercial use in Alabama must submit an application for a license to AESBL within ten (10) business days of beginning employment with a sole proprietorship, company, or corporation operating in Alabama.
6. All Locksmiths must have a picture ID issued by AESBL.
7. All Qualifying Agents must have a picture ID issued by AESBL.
8. All Installers must have a picture ID issued by AESBL.
9. All Salespersons must have a picture ID issued by AESBL.
10. All Helpers must have a picture ID issued by AESBL.
11. All Trainees must have a picture ID issued by AESBL.
12. All applicants must submit a copy of their current state-issued Drivers License.
13. All Qualifying Agents, Installers, Locksmiths, and Salespersons must provide documentation of training to AESBL to be able to work.
14. When a licensed employee leaves a company or is terminated, the company should obtain his/her AESBL ID card from the individual and notify AESBL.
15. Notify AESBL within ten (10) days of a QA being no longer employed.
16. Notify AESBL if there is a company name change, change of address, or if business is closed.
17. If you renew your company's general liability insurance during 2022/2023, provide AESBL a copy of the new Certificate of Insurance.
18. Contact AESBL or visit our web site at [www.aesbl.alabama.gov](http://www.aesbl.alabama.gov) for complete rules if you are in doubt of any qualifications or amendments to the rules. Listening to other companies and workers will not necessarily give you the proper answers to your questions.