

**CONSTRUCTION INDUSTRIES BOARD**  
2401 NW 23<sup>rd</sup>, Suite 2F  
OKLAHOMA CITY, OK 73107  
TELEPHONE: (405) 521-6550 FAX: (405) 521-6525 TOLL FREE: 1-877-484-4424  
Web site: [http: cib.ok.gov/](http://cib.ok.gov/)

## ALARM ENDORSEMENT APPLICATION INFORMATION

INITIAL LICENSE ENDORSEMENT APPLICATION FEE: \$75.00

Return completed application with **Application Fee** to address listed above.

**\*NOTE: Please make remittance payable to the CONSTRUCTION INDUSTRIES BOARD.**

**You must provide with Alarm Endorsement application:**

1. A recent passport style & quality photograph
2. Two classifiable sets of fingerprints taken by a local, state or federal law enforcement agency
3. Disclosure of convictions of all crimes of applicant, both felony and misdemeanor

Note:

- It is very important for all applicants to review all of the eligibility requirements and preclusions in the law before submitting an alarm endorsement application. If it is determined during processing that an applicant has not met all of the requirements or if any of the preclusions are found to pertain to the applicant, the application will not be approved and the application fee **will not be refunded**.
- Some local and state law enforcement agencies charge a fee to complete the fingerprint card. This fee is payable to the law enforcement agency and does not reduce the amount of your fee to the CIB for the Alarm Endorsement.
- Understand that your fingerprints will be used to check the Criminal History records of the OSBI and FBI. The FBI will retain your fingerprints and associated information/biometrics and, while retained, your fingerprints will continue to be compared against other fingerprints submitted to or retained by the FBI.

**Applicant Record Challenge:**

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 information is received to update your criminal history record, you should forward certified copies of the information to the FBI and to the repository in the state where the arrest occurred.

- You will be provided notice of any Criminal History information found.
- If there is a Criminal History you question, you must notify the CIB that you question the accuracy of an item and identify the item. Once you notify the CIB of the Criminal History item you question, you will be given the opportunity to change, correct or update any information by providing the CIB with a copy of the updated OSBI Criminal History and supporting, verifiable information from the appropriate arresting agency or court clerk within ninety (90) days of the CIB notice letter. The CIB will then confirm with the OSBI that the Criminal History has been updated as shown on the copy of the updated Criminal History.
- The responsibility is on the applicant to contact the appropriate arresting agency or court clerk and the OSBI to update the Criminal History within ninety (90) days of the CIB notice letter.

The CIB must receive your fingerprint card to process your application. Your fingerprints will be submitted to OSBI & FBI. Fingerprint cards which are kept by the law enforcement agency for direct submission to OSBI may be lost, delayed or cause the endorsement application to go unprocessed.

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**Do Not Mark in This Section**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

**APPLICATION FOR ALARM ENDORSEMENT REGISTRATION**  
**Registration Fee Must Accompany License**

**Type or print in ink**

1. NAME \_\_\_\_\_  
First
Middle
Last
2. STREET ADDRESS \_\_\_\_\_  
City
State
Zip
3. TELEPHONE: ( \_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Residence
Business
4. HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_ SSN: \_\_\_\_\_
5. Disclosure of all criminal convictions, felonies & misdemeanors. (Attach additional sheets if necessary)

Type of Crime	Date of Conviction	Location	Court

6. I have previously performed alarm work with my existing electrical license or registration.  Yes  No
7. I currently hold an alarm technician or salesperson license from the Oklahoma State Department of Labor.  
 Yes  No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that the information given on this application by me and on the attached certification are true and accurate to the best of my knowledge.

I understand the false information could result in the revocation of my license.

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Before me, the undersigned, a Notary Public in and for said County and State on this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared \_\_\_\_\_ to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that he / she executed the same as his / her free and voluntary act and deed for the uses and purposes therein set forth. Given under my hand and seal the day and year last above written.

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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

(Seal)



