# Salesperson Application Alarm, Locksmith, and Fire Sprinkler Program oklahoma.gov/labor

#### **OKLAHOMA DEPARTMENT OF LABOR**

409 NE 28th St., 3rd Floor Oklahoma City, OK 73105 405-521-6100/888-269-5353

APPLICATION	APPLICATION FEI				FEE IS NON-REFUNDABLE				
☐ New If Application pro	cess not completed within 1	\$49.00 <b>.20 days of submission,</b> a	a new a	pplication (and	fee) w	ill need to be filed.			
REQUIRED DOCUMENTATION FOR NEW APPLICANTS:  U.S. CITIZENS:  Affidavit of Lawful Presence, signed  A valid, unexpired Driver's License OR State Issued Photo-Identification Card OR Military ID AND  Birth Certificate OR Social Security Card OR A valid, unexpired passport OR A W-2 form/1099 form from current employer  Two completed (2) fingerprint cards  All new applicants must appear IN PERSON at the Oklahoma Dep				<ul> <li>NON-U.S. CITIZENS:         <ul> <li>Verification of Immigration Status</li> </ul> </li> <li>Affidavit of Lawful Presence, signed</li> <li>A valid, unexpired Driver's License <u>OR</u> State Issued Photo-Identification Card <u>OR</u> Military ID <u>AND</u></li> <li>Birth Certificate <u>OR</u> Social Security Card <u>OR</u> A valid, unexpired passport <u>OR</u> A W-2 form/1099 form from current employer</li> <li>Two completed (2) fingerprint cards</li> </ul>					
Category:	☐ Access Control	☐ Closed Circuit							
□ Locksmith □ Nurse Call			Television □ Commercial Fire Alarm □ Burglar/Residential Fire Alarm						
	LOCKSIIIIIII	□Nurse Call			ıı gıaı				
Name:						Applicant Hire [	Date:		
Mailing Address	s:	City:		Stat	e:	Zip	Code:		
Social Security	<b>#</b> :			Date of B	rth:				
Phone: ( ) E-mail				Address (REQUIRED):					
Company Name	,	Company Manager & License #:							
				License will NOT be issued without proof of employment from Licensed Company once exams are passed					
a member of the If yes, provide da	US six (6) months, have you bed National Guard or Reserve ate of discharge/coming off e of an active duty member	s, or transferred from a Active Duty/transfer: _	inother	state to Oklaho	oma?		coming off Active Dut	y as	
Be aware by comple obtained pursuant t appeal to the Alarm Investigation websit		mitting to a national Federa der 556-73 may not meet ei	al Bureau nployme	of Investigation bont requirements.	ackgro Should	und check. Your crimi this be the case, you w	vill have the opportunity t		
The Department of Labor will not discriminate against any individu group because of race, sex, religion, age, national origin, color, ma status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you make your needs known to this agency.			Date:		Lic Pay	#: ment Type:	Receipt #: Amount:		
make your needs ki	nown to this agency.								

#### **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 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.

### **Notice Regarding Use of Criminal History**

The criminal offenses of applicants for licensure under the Alarm, Locksmith & Fire Sprinkler Industry Act may be used as a basis for denial of a license. The Oklahoma Department of Labor ("ODOL") will consider all convictions and pleas of guilty or nolo contendere and all pending charges to all felony offenses for which less than five years have elapsed since the date of conviction, plea, or release from incarceration, whichever is later. ODOL will also consider convictions and pleas of guilty or nolo contendere to a felony offense when more than five years have elapsed since the date of conviction, plea, or release from incarceration: if the person has been convicted of a new crime; for an offense enumerated in 57 O.S. § 571; for a felony involving domestic assault, domestic assault and battery, or domestic abuse as defined in 21 O.S. § 644; for an offense that would require registration as a sex offender pursuant to the Sex Offenders Registration Act; or any equivalent law from another jurisdiction.

Pursuant to 59 O.S. § 4000.1(F), prospective applicants may request an initial determination of whether their criminal history record may disqualify them from obtaining a license from ODOL. The request shall be in writing and shall include either a copy of the person's criminal history record with explanation of each conviction mentioned in the criminal history record or a statement describing each criminal conviction including the date of each conviction, the court of jurisdiction and the sentence imposed. The person may include a statement with his or her request describing additional information for consideration by the licensing or certification authority. The fee for such a determination is \$95.00. 59 O.S. § 4000.1(J).