



Trainee 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 TYPE <input type="checkbox"/> New If Application process not completed within 120 days of submission, a new application (and fee) will need to be filed.	APPLICATION FEE \$75.00	FEE IS NON-REFUNDABLE
REQUIRED DOCUMENTATION FOR NEW APPLICANTS:		
U.S. CITIZENS: <ul style="list-style-type: none"> 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 		NON-U.S. CITIZENS: <ul style="list-style-type: none"> Verification of Immigration Status 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 <u>IN PERSON</u> at the Oklahoma Department of Labor or ODOL approved facility **NOTE: If applying for a Fire Sprinkler Trainee license, please fill out the Fire Sprinkler Trainee Application.		
Name:		Applicant Hire Date:
Mailing Address:	City:	State: Zip Code:
Social Security #:		Date of Birth:
Phone: ()	E-mail Address (REQUIRED):	
Company Name & License #:		Company Manager & License #
_____ Signature of Manager DATE		License will NOT be issued without manager signature OR a Hire Termination Form on File
MILITARY STATUS		
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 is true and accurate to the best of my knowledge. I understand that false information could result in revocation of my license.		
_____ Signature of Applicant / APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE		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 www.FBI.gov .		

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.	<u>Date:</u>	<u>Lic #:</u>	<u>Receipt #:</u>
	<u>Initials:</u>	<u>Payment Type:</u>	<u>Amount:</u>

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).