



## Frequently Asked Questions Locksmith Company (LCO)

### 1. What are the requirements for licensing a locksmith company?

The general requirements for a locksmith company are:

- Undergo a criminal history review by the Department of Justice and the FBI
- Specify who will run the business on a day-to-day basis

### 2. What forms and documents must be included in the application packet?

- Locksmith Company Application for License (Form 31E-4)<sup>1</sup>
- Personal Identification Form: Locksmith Company Principals & Corporate Officers (Form 31E-9)<sup>2</sup>
- Two recent passport quality photos for each owner, partner, corporate officer, and qualified manager.
- Locksmith Company Request for Authorization of Business Name (Form 31E-12)<sup>3</sup>
- Copy of Fictitious Name Statement filed with the county clerk
- **Corporate Applicants Only:**
  - Copy of endorsed Articles of Incorporation (Domestic Corporation) or copy of endorsed Statement and Designation by Foreign Professional Corporation Form (Foreign Corporation) filed with the California Secretary of State, and
  - Copy of Statement of Information filed with the California Secretary of State.

### 3. How much does it cost to apply for a Locksmith License?

Visit [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf) to see the BSIS fee schedule.

### 4. How do I apply?

You can apply online using BreZE<sup>4</sup>, which bypasses the Cashiering Office and can reduce the application processing time by up to two weeks. Alternatively, you can submit your application and payment to the Bureau by mail to:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA. 95798-9002

<sup>1</sup> [https://www.bsis.ca.gov/forms\\_pubs/lco\\_app.pdf](https://www.bsis.ca.gov/forms_pubs/lco_app.pdf) - page=7

<sup>2</sup> [https://www.bsis.ca.gov/forms\\_pubs/lco\\_app.pdf](https://www.bsis.ca.gov/forms_pubs/lco_app.pdf) - page=7

<sup>3</sup> [https://www.bsis.ca.gov/forms\\_pubs/lco\\_app.pdf](https://www.bsis.ca.gov/forms_pubs/lco_app.pdf) - page=10

<sup>4</sup> <https://www.breeze.ca.gov/>

**5. What is the length of term for a Locksmith Company license (LCO)?**

The Locksmith Company license is valid for two years.

**6. What is a temporary registration for locksmith employee? Will I get one to work with while I am waiting for my actual registration?**

Yes. A temporary registration is issued only if an applicant for a locksmith employee registration has not been convicted of a crime. The temporary registration is valid for 120 days so that you may work in your job or until you receive your actual registration.

**7. I was denied a locksmith license. When can I reapply?**

An applicant who has been denied a license may submit a new application one year from the date of denial.

**8. Do I need a BSIS license if I only make duplicate keys?**

No.

**9. How does an Locksmith Company renew his/her license?**

After two years, the license is scheduled for renewal. Prior to the expiration of the license, the licensee may receive a courtesy renewal application mailed to the last address of record approximately 60-120 days in advance. If you do not receive a renewal application, complete and submit the Locksmith Company License Renewal Application<sup>5</sup> along with the applicable renewal fee(s)<sup>6</sup>. You may also renew online using BreEZe, which updates your license in real-time. Create a BreEZe account, pay the renewal fee, and submit your renewal application online<sup>7</sup>.

Mail the renewal application and fee(s) to:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA. 95798-9002

**10. When does an Locksmith Company's license become delinquent?**

The Locksmith Company license is delinquent the day after the expiration date. To renew your license once it is delinquent you must pay the renewal fee and the delinquent fee.

**11. How long after the expiration of my license am I able to renew my license?**

You may renew your license up to three years after it has expired. Please note, if you renew more than two years after expiration, contact the Bureau by email to determine the correct renewal fee amount due at [Locksmiths@dca.ca.gov](mailto:Locksmiths@dca.ca.gov). The license may be renewed

---

<sup>5</sup> [https://www.bsis.ca.gov/forms\\_pubs/lco\\_ren.pdf](https://www.bsis.ca.gov/forms_pubs/lco_ren.pdf)

<sup>6</sup> [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf)

<sup>7</sup> <https://www.breeze.ca.gov/>

upon payment of the renewal fee(s), the delinquent fee(s) and any fines assessed against the license. If you fail to renew your license three years after expiration, you must submit a new application and begin the application process again to be licensed as a Locksmith Company.

**12. How do I notify the Bureau of my change of address?**

You must notify the Bureau within 30 days of an address change. Submit a completed Address Change (Company) form<sup>8</sup>, by email to [Locksmiths@dca.ca.gov](mailto:Locksmiths@dca.ca.gov) or mail the form to:

Bureau of Security and Investigative Services  
PO Box 989002  
West Sacramento, CA 95798-9002

**13. If I lost my Locksmith Company license or it was destroyed or damaged, how do I obtain a duplicate?**

If you have lost or destroyed your Locksmith Company license, submit the Application for Replacement of Locksmith Company License<sup>9</sup>. You may also submit a request for a duplicate license online using BreEZe, which updates in real-time. To create a BreEZe account, pay the application fee<sup>10</sup>, and submit your application for a replacement license online visit <https://www.breeze.ca.gov/>.

Mail the application and fee to:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002

Please allow 6-8 weeks for replacement, if submitting by mail.

**14. The name/address was misspelled on my license. Is there a fee for a new one?**

No. An error made by the Bureau should be corrected without charge. Please clarify the error in writing, include proof of the Bureau's error (preferably a copy of the submitted application), and submit by email to [bsis@dca.ca.gov](mailto:bsis@dca.ca.gov) or by mail to:

Bureau of Security and Investigative Services  
PO Box 989002  
West Sacramento, CA 95798-9002

(This does not apply to address changes when submitted after a renewal was paid and already mailed.)

---

<sup>8</sup> [https://www.bsis.ca.gov/forms\\_pubs/company\\_chngadd.pdf](https://www.bsis.ca.gov/forms_pubs/company_chngadd.pdf)

<sup>9</sup> <https://www.bsis.ca.gov/replacementlicense/lco.pdf>

<sup>10</sup> [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf)