



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002

P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov



APPLICATION FOR LOCKSMITH EMPLOYEE REGISTRATION
Application Fee \$55

An application received without full payment will not be processed and will be returned to the applicant.

Have you served or are currently serving in the United States military? [ ] Yes\* [ ] No

\*In order to assist veterans in their transition from military service to civilian employment, BSIS has implemented the Veterans Come First Program which offers priority services to veteran applicants. Disclosure of military service is voluntary and participation in the program is optional. If you choose to use the Veteran's Come First Program, check the military status box and submit proof of military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) along with your application.

IMPORTANT INSTRUCTIONS: Read all instructions contained in this application, including information on the reverse side of this page.

PLEASE PRINT OR TYPE

Form fields for personal information: 1. Name (Last, First, Middle), 2. SSN or ITIN, 3. Date of Birth (Month, Day, Year), 4. Home Address (Number and Street or Post Office Box Number, City, State, Zip), 5. Home Telephone (Area Code, Telephone Number), 6. Email Address, 7a. CRIMINAL HISTORY DISCLOSURE - OPTIONAL (Have you ever been convicted...), 7b. (Is any criminal action pending...), 8. Have you ever been registered as a locksmith employee? (NO, YES, enter license #)

IF EMPLOYED, PROVIDE EMPLOYER INFORMATION

Form fields for employer information: 9. Employer Name, 10. Employer License # (Number, Expiration Date)

11. I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my registration and/or criminal prosecution. Signature \_\_\_\_\_ Date \_\_\_\_\_
NOTICE TO APPLICANT: Prior to submitting your application to the Bureau, make a copy of the completed application and keep it on your person. This will act as a temporary registration and is valid for 120 days from the date signed unless extended by the Director of Consumer Affairs.
NOTICE TO EMPLOYER: DO NOT ISSUE ANOTHER TEMPORARY REGISTRATION IF THIS HAS EXPIRED.

# INFORMATION ABOUT APPLICATION

## LOCKSMITH EMPLOYEE REGISTRATION

### PLEASE FOLLOW THE STEPS BELOW:

1. Fee Payment: An application received without full fee payment of the \$55 fee payment will not be processed and will be returned to the applicant. Make your check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
2. Allow sixty (60) days to process your application. DO NOT contact the Bureau to check on the status of your application unless it is over 60 days from submission. The Bureau will notify you in writing in 60 days if your application is deficient.
3. Make sure you are using a current *Application for Locksmith Employee Registration*. An incorrect or outdated form could result in you having to submit a new application on the correct form. Refer to the Bureau's website to make sure you are using the most current form.
4. Provide fingerprints by one of the methods noted below. You must submit fingerprints with this application even if you previously submitted fingerprints for another BSIS license.

- **Live Scan:** Submit your fingerprints through a Department of Justice (DOJ) Live Scan provider using a *Locksmith Live Scan form*. Additional information regarding submitting fingerprints via Live Scan, a list of Live Scan forms, and a link to DOJ's website for Live Scan provider locations can be found at [https://www.bsis.ca.gov/forms\\_pubs/livescan/criminalhistory\\_bgcheck.pdf](https://www.bsis.ca.gov/forms_pubs/livescan/criminalhistory_bgcheck.pdf). After submitting fingerprints, retain your Live Scan form for your records.

**ALERT: Per FBI guidelines, you must submit your application to the Bureau before completing the Live Scan. To prevent application processing delays, keep a copy of the Live Scan form, which must include the ATI number and signature of the Live Scan Operator.**

*Checking the Status of Your Live Scan Results:* You can check the status on the DOJ's website at <https://applicantstatus.doj.ca.gov/>. You must provide your ATI number from the bottom of your completed Live Scan form and your date of birth. **IMPORTANT:** Unless the DOJ system specifically states "California/FBI responses were sent to the agency," the Bureau is still waiting for your results.

- **Hard Card Fingerprint Cards:** If you are unable to submit fingerprints via Live Scan or live outside of California and cannot access a Live Scan provider in this State, you **must submit two fingerprint hard cards** and the required fingerprint card processing fee with this application. Instructions for submitting fingerprint cards can be found at [https://www.bsis.ca.gov/forms\\_pubs/livescan/criminalhistory\\_bgcheck.pdf](https://www.bsis.ca.gov/forms_pubs/livescan/criminalhistory_bgcheck.pdf).

5. Mail your application and \$55 check or money order to:

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

A completed application, application fees, and proof of Live Scan is to be submitted to the Bureau within seven (7) days of commencing employment.

Be sure to answer **all** questions completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the registration.

A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of a locksmith company employee. However, the Bureau will consider evidence of rehabilitation.

The information on this application is requested pursuant to California Business and Professions Code sections 480, 6980.42, 6980.43, and 6980.44 and will be used to determine eligibility for registration.

Every person employed by a licensed Locksmith Company to provide services must have a temporary registration or a registration issued by the Bureau of Security and Investigative Services.

The temporary registration must be kept on your person along with a valid driver's license or photo ID when engaged in the work of a locksmith.

Pursuant to Business and Professions Code section 30, providing your social security number or individual taxpayer identification number is mandatory and will be used exclusively for tax enforcement purposes and for compliance with any judgment or order for family support in accordance with section 17520 of the Family Code. Your social security number or individual taxpayer identification number may also be used for verification of licensure or examination status for national examination where licensure is reciprocal with a requesting state. If you fail to provide your social security number or individual taxpayer identification number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services cannot consider your application for licensure or renewal unless you provide all of the requested information.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the Department unless otherwise specifically exempt from disclosure under the law. We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

Per the Information Practices Act, the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the Bureau or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code. Your completed application becomes the property of the Bureau and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your application may be transferred to other governmental or law enforcement agencies, as permitted by law.

For questions about this notice or access to your record, you may contact the Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (916) 322-4000 or (800) 952-5210, or by e-mail at [bsis.prarequests@dca.ca.gov](mailto:bsis.prarequests@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).