

**ALABAMA ELECTRONIC SECURITY  
BOARD OF LICENSURE**

**2008  
APPLICATION PACKET**

**DEADLINE  
FOR  
RENEWAL**

**DECEMBER 31, 2007**

## ALABAMA ELECTRONIC SECURITY

### BOARD OF LICENSURE

7956 VAUGHN ROAD, PMB 392

MONTGOMERY, ALABAMA 36116

phone # 334-264-9388~~~fax # 334-264-9332

e-mail~[aesbl@aol.com](mailto:aesbl@aol.com)

web-site~[www.aesbl.com](http://www.aesbl.com)

### The State of Alabama Electronic Security Licensing Law

Code of Alabama, Section 34-1A, and the rules and regulations, 304-X-1-.01 through .06, promulgated by the Alabama Electronic Security Board of Licensure (AESBL) require the licensing of any person, sole proprietorship, company or corporation that installs or services locks for residential or commercial use or provides sales, service, installation, maintenance or monitoring of burglar alarm systems, access control systems and closed circuit TV systems.\*

Any person, sole proprietorship, company or corporation, hereinafter referred to as a Company, providing any of the services regulated by this law in the State of Alabama or providing service to any customer located in the State of Alabama from any other location outside of the State of Alabama must be licensed by the AESBL. An application for a license, Branch Office Permit, Qualifying Agent Permit, or Registrant Permit can be obtained by contacting the AESBL at the above mailing address, phone number, e-mail address or web site.

Each alarm service provider must be licensed, have an eligible Qualifying Agent (excluding contract Central Stations) and must register each employee/agent who sells, installs, services, monitors, or has access to subscriber or alarm system information. All Qualifying Agents must have current NTS Level 1 and Level 2 or Advanced Burglar Alarm Technician certificates or 1.2 CEU's at the time of licensing. All installation and service technicians must have a current NTS Level 1 certificate or an expired NTS Level 1 certificate or AESBL test and 1.2 CEU's at the time of licensing. Sales people are required to successfully complete NTS Level 1, NTS sales course or AESBL approved training by the time of licensing. All locksmiths must register with AESBL

Each Company must provide AESBL with evidence of a policy of general liability insurance in the amount of at least \$250,000 and must maintain at least this amount of insurance.

**All 2008 applicants** for license or registrant permits must certify on the 2008 Individual Application form to their arrest and conviction record for the three previous years and include a complete Criminal History Information Release Form ABI-46 and \$25.00 (money order made payable to ABI). All **new** applicants for licensure in year 2008 or renewal applicants who have been arrested or convicted of a crime within the three previous years must submit a completed Form ABI-46, two completed FBI fingerprint cards and \$49.00 (money order made payable to ABI) processing fee for ABI and FBI Criminal Background Reports.

AESBL will issue ID cards to Qualifying Agents and Registrants. The registrants must have available these ID cards whenever they are meeting the public. ID cards must be produced on demand of any law enforcement official, state, city, county code enforcement official or building inspection personnel.

The license number of a company shall be displayed in all advertising.

If the Code of Alabama, Section 34-1A, or any order, rule, or regulation of AESBL is violated by any person or business entity, then the person or business entity shall be guilty of a Class A misdemeanor. AESBL may fine violators up to \$1,000 per violation and may file civil action to collect the penalty.

There is no licensing reciprocity with any other state at this time.

**All year 2007 licenses and permits expire December 31, 2007 and must be renewed by December 31, 2007.**

*\*There are exemptions for companies working only in counties having populations of less than 30,000 inhabitants, licensed consulting engineers, licensed general contractors and licensed electrical contractors.\**

# 2008 Company License Application

## Alabama Electronic Security Board of Licensure

7956 Vaughn Rd., PMB 392      Montgomery, Alabama 36116  
phone # 334-264-9388~ fax # 334-264-9332~ e-mail [aesbl@aol.com](mailto:aesbl@aol.com)~web-site [www.aesbl.com](http://www.aesbl.com)

Company Name: \_\_\_\_\_ AESBL #: \_\_\_\_\_

Company Physical Address: \_\_\_\_\_  
(Please advise AESBL if there is a privacy issue with publishing this address.)

City/State/Zip Code: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Company Fax #: \_\_\_\_\_

Company E-mail Address: \_\_\_\_\_

\_\_\_\_(\$150.00) First Time Administrative Fee and Late Renewals after December 31, 2007  
PLUS

\_\_\_\_(\$200.00) Company (Incorporated or LLC) License Fee and Annual Fee  
- OR -

\_\_\_\_(\$150.00) Company (Sole Proprietorship) License Fee and Annual Fee  
- OR -

\_\_\_\_(\$200.00) Company Branch Office Annual Fee (No Administrative Fee Required)

If you did not obtain a license in 2007 please enter the date (month, day, year) that the company was started \_\_\_\_\_

Have you ever had any business license revoked? yes no (If yes, explain why and attach to application.)

Electronic

Company Type: Burglar Alarm \_\_, Monitoring \_\_, CCTV \_\_, Access Control \_\_, Locksmith \_\_  
*Check all that apply.*

### Have you enclosed your:

\_\_\_\_ Certificate of Insurance? (This must show expiration dates.)

\_\_\_\_ Check or Money Order in Proper Amount Made Out to AESBL?

\_\_\_\_ Employees' Applications, Copies of current Training Certificates or CEU's, current Pictures and Fees?

\_\_\_\_ ABI Criminal History Information Release Forms, FBI fingerprint cards, and processing fees?

- *For this to be a complete application the above items must be enclosed.*

Please attach to this application a list of the name(s) of monitoring and/or installing companies you have referred customers to. Also list monitoring and/or installing companies you use or were referred to.

Qualifying Agent's Name (Print) \_\_\_\_\_

I certify the information provided on this application and enclosed materials are true and correct to the best of my knowledge.

Date \_\_\_\_\_ Authorized Official's Signature \_\_\_\_\_

**ALABAMA ELECTRONIC SECURITY**

**BOARD OF LICENSURE**

7956 VAUGHN ROAD, PMB 392

MONTGOMERY, ALABAMA 36116

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web-site~www.aesbl.com

**MONITORING COMPANY INFORMATION ONLY**

Company applications, individual applications, ABI Criminal Background Reports and fees must also be completed for all branch offices and employees within Alabama and within 100 miles of an Alabama border.

For out of state branch monitoring offices which monitor Alabama accounts, company applications must be completed and submitted for each branch, as well as individual central station operator/dispatcher rosters and their fees. There is an annual company fee of \$200.00 (no additional company fees for branch locations) plus \$12.50 per monitoring operator/dispatcher.

**Note:** Since monitoring station employees are not expected to have personal (only telephone) contact with customers, AESBL has waived the requirement for individual identification cards for monitoring station employees who do not perform installations or sales. AESBL has also adopted a licensing fee structure of \$12.50 per monitoring station operator/dispatcher.

**THE FEES FOR MONITORING STATION APPLICANTS ARE:**

\_\_\_ \$200.00 for an annual Company license

\_\_\_ \$12.50 per person for monitoring operators/dispatchers

\_\_\_ \$12.50 per photo ID requested (not required)

**NECESSARY ITEMS FOR LICENSING OF A MONITORING COMPANY:**

- 1) **Company** application and fees, including an application for each branch office location
- 2) Proof of general liability insurance of \$250,000 or more
- 3) Individual applications are required, and, unless provided in 2007, ABI criminal background reports are required for each central station operator/dispatcher within 100 miles of an Alabama border. No criminal history background report required for monitoring offices located in excess of 100 miles from the nearest Alabama border, **but a list of employees by location with social security numbers, date of birth, and home state operator/dispatcher license number is required for random background checks.**
- 4) For each monitor operator/dispatcher, documentation of attendance of at least a one day NTS approved course for central station persons, NTS Level 1 Certification, or AESBL approved program
- 5) \$12.50 for each monitoring operator/dispatcher
- 6) No qualifying agent required

# NOTICE

## To All Applicants for 2008 License

Alabama Administrative Code 304-X-1-.02(4)(a) specifies:

“A permit issued under this chapter shall be subject to revocation if any permittee violates the rules of application, misleads, or allows untruthfulness during the application process, or has applied for the original permit under false pretenses. Any permittee may be subject to revocation if convicted of an offense covered by this chapter during the Licensure calendar year. A letter notifying of a pending termination will be sent, via certified mail, to the last known address of permittee subject to revocation. The permittee will have 30 days to request in writing a formal hearing before the Board of Licensure. The board will assign a hearing date to coincide with the next regular meeting of the Board of Licensure. Following the hearing a simple majority vote will determine the revocation.”

- 1) **RENEWAL LICENSES** will be processed when a **COMPLETE 2008 Application** is received at AESBL.
- 2) **EXCEPTION:** If an applicant initials; “I certify that I have been arrested or convicted of a crime during the past three years\_\_\_\_\_”, **RENEWAL LICENSES will not be** processed until criminal history background results are received from ABI.
- 3) **NEW APPLICANTS:** Form ABI-46 and two (2) completed FBI fingerprint cards and a \$49.00 processing fee made payable to ABI are required. Individual licenses can not be issued until the ABI and FBI criminal background reports are processed by ABI and returned to AESBL.
- 4) **ALSO**, AESBL may issue a license **only** after **complete** Applications, fees and other required documentation are received. AESBL is required to return all incomplete Application packets and fees to the sender or immediately deposit such fees with the State Treasurer. Unless the **“AUTHORIZATION TO DEPOSIT FEES OF INCOMPLETE APPLICATIONS”** is signed and provided to AESBL, checks for licensing fees will be returned to the sender of incomplete Application packets.

## AUTHORIZATION TO DEPOSIT FEES OF INCOMPLETE APPLICATIONS

*The Alabama Electronic Security Board of Licensure (AESBL) may issue a license only after complete Applications, fees and other required documentation are received. AESBL is required to return all incomplete Application packets and fees to the sender or immediately deposit such fees with the State Treasurer. Unless this Authorization is provided to AESBL, checks for licensing fees will be returned to the sender of incomplete Application packets.*

I \_\_\_\_\_ of \_\_\_\_\_  
(Print Qualifying Agent or Owner's name) (Name of Company)

Hereby authorize the Alabama Electronic Security Board of Licensure (AESBL) to deposit the enclosed fees made payable to AESBL in the amount of \$\_\_\_\_\_ for 2008 AESBL licensing pending submittal of complete Company, Qualifying Agent and Individual Applications, documentation of eligibility and/or correct fees: **and,**

I do hereby release the Alabama Electronic Security Board of Licensure (AESBL) and its officers and agents from any and all claims, actions, or causes of action which may arise as a consequence of depositing fees for said company: **and,**

I am aware that for all fees deposited with the State Treasurer, Alabama Administrative Code, 304-X-1-.02 (7)(b) which states, "The Board does not make complete or partial refunds of any fees received" does apply.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Print Name \_\_\_\_\_  
(Qualifying Agent or Owner)

Witness (One) \_\_\_\_\_ Witness (Two) \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

## ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

### THINGS TO REMEMBER

1. Your company license must be displayed in your business.
2. A notification of where to file a complaint must be displayed in your business and on or attached to the contract.
3. All advertising must show state license number of Company: “AL St. Lic. # xxx” (Company license number is preceded by a two digit year identifier).
4. All individuals who sell, install, service, or monitor electronic security systems and/or locks for residential or commercial use in Alabama must submit an application for a license to AESBL within ten (10) business days of beginning employment with a sole proprietorship, company, or corporation operating in Alabama.
5. All Locksmiths must have a picture ID issued by AESBL.
6. All technicians must have a picture ID issued by AESBL.
7. All sales people must have a picture ID issued by AESBL.
8. All sales people must provide documentation of training to be able to work.
9. When a licensed employee leaves a company or is terminated, the company should obtain his/her AESBL ID card from the individual and notify AESBL.
10. Notify AESBL if there is a company name change, change of address, or if business is closed.
11. If you renew your company’s general liability insurance during 2008, provide AESBL a copy of the new Certificate of Insurance.
12. Contact AESBL or visit our web site at [www.aesbl.com](http://www.aesbl.com) for complete rules if you are in doubt of any qualifications or amendments to the rules. Listening to other companies and workers will not necessarily give you the proper answer to your questions.

# Instructions

## 2008 Individual License Application

Licensing of companies and individuals with the Alabama Electronic Security Board of Licensure (AESBL) is an annual process. All licenses and permits expire December 31 and subsequent year applications, documentation, pictures and fees must be received by AESBL on or before **December 31** each year. New employees (hired after January 1<sup>st</sup>) have **10** business days from the date of hire to submit an application to AESBL and six months to complete training. A trainee ID card may be issued by AESBL for new employees who have not yet completed required training.

All applicants for year 2008 license who install or service locks for residential or commercial use or who sell, install, service, monitor, manage or have access to subscriber or alarm system information must complete all requested information on a 2008 Individual License Application. **Qualifying Agents must complete the 2008 Qualifying Agent Alarm License Application and pay a \$75.00 annual licensing fee.**

**Your Position and Fees:** Under “Your Position” check all that apply. An individual must check the position (describing duties he/she performs), which requires the most training for licensure. For example; if an owner of a company sells but does not install or service, the owner’s application should be checked “Salesperson” and “Owner.” If an owner or manager is not the Qualifying Agent and does not sell, service or install, the Individual Application should be checked owner or manager. Applications must be accompanied by a check or money order in the proper amount made payable to AESBL in the amount of \$75.00 for Qualifying Agent, \$12.50 per monitoring operator and \$25.00 per person for other applicants.

**Education: Qualifying Agents** must submit a copy of current valid NTS Level 1 and Level 2 or Advanced Burglar Alarm Technician Certificates **or** expired certificates **plus** 1.2 CEU’s at the time of licensing. **Installer/Technicians** must submit a copy of current NTS Level 1 Certificate **or** an old NTS Level 1 or AESBL Test certificate **plus** 1.2 CEU’s at the time of licensing. **Salespersons** must submit a copy of NTS Level 1 or NTS sales course certificate **or** documentation of AESBL approved training. **Locksmiths are not required to provide documentation of training for 2008 licensing.**

**Pictures:** If you are a Qualifying Agent, Installer/Technician, Locksmith or Salesperson, you are required to have an ID card and you must include with your Application a recent picture to be used in making this ID card. Eligible applicants who submit a recent picture with their name on the back of the picture will be provided an ID card.

**Criminal Background Check:** **Renewal applicants are required to submit a new Criminal History Information Release Form (ABI-46) for 2008 and a \$25.00 money order or cashier’s check made payable to ABI if:**

You submit a complete 2008 application by January 31, 2008, **and**

You were **NOT** arrested or convicted of a crime during the past three (3) years.

**You must submit Form ABI-46, 2 completed fingerprint cards and a \$49.00 fee made payable to ABI if:**

You were **not** licensed by AESBL for year 2007, **or**

You fail to renew your license within thirty (30) days of the expiration date of your most recent license, **or**

You were arrested or convicted of a crime during the past three (3) years, **and**

You are a Qualifying Agent, Installer/Technician, Locksmith, Salesperson, Owner, Manager, or Administrative/Clerical employee that has access to customer alarm codes.

(See Criminal History Information Release Form and Instructions)

**Applicant Signature:** Each Individual Application must be witnessed by two (2) witnesses or notarized by a Notary Public.





# Summary of AESBL

## Educational Requirements for 2008

**Qualifying Agents (QA)** must demonstrate completion of educational requirements **equivalent** to those required for valid current status with their NTS certifications of Level 1 and Level 2 or Advanced Burglar Alarm Technician (ABAT). **Qualifying Agents must submit a valid current copy of their certificates or complete the AESBL CEU Reporting Form and attach the original certificates or valid copies of certificates of continuing education training.** This information must accompany the 2008 AESBL Qualifying Agent Application in order to obtain a 2008 license. *Note: National Burglar and Fire Alarm Association (NBFAA), National Training School (NTS), requires you to report 1.2 continuing education units (CEU's) or 12 credits or approximately 12 class hours on an annual basis in order to maintain a valid current status with NTS certifications. (1.2 CEU's = 12 credits or 1.2 CEU's = 12 class hours)* Please refer to <http://www.alarm.org>.

**Installer/Technicians** who were licensed in 2007 must demonstrate completion of educational requirements **equivalent** to those required for current status with NTS Level 1 certification in order to obtain a 2008 AESBL license. Installer/Technicians may file **1.2 CEU's** (*1.2 CEU's = 12 credits or 1.2 CEU's = 12 class hours*) with NBFAA and obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate. This valid current certificate must accompany their 2008 AESBL Individual Application. **Other training acceptable toward CEU requirements** may include 12 class hours of Alabama Alarm Association sponsored training, NBFAA approved training or other AESBL approved training. A completed AESBL CEU Reporting Form for certification of this training and original certificates or valid copies of these training certificates must accompany the 2008 AESBL Individual Application in order to obtain a 2008 license.

**New Installer/Technician** applicants must pass the AESBL test or NTS Level 1 within six (6) months of employment. If a **new Installer/Technician** passes the AESBL test within six (6) months of employment, he/she will **also** be required to complete NTS Level 1 or obtain a current valid NTS Level 1 certificate within twelve (12) months of employment.

A **new applicant** is defined as a first time AESBL applicant or a person who fails to renew a license or permit within thirty (30) days of the expiration date of their most recent license.

**Locksmiths** whose business is limited to installing and servicing locks for residential and commercial use **are not** required to provide documentation of training for licensing in 2008.



# Alabama Electronic Security Board of Licensure (AESBL)

The following **are approved** by AESBL for Continuing Education Training:

All training conducted by the Alabama Alarm Association -

WEB SITE: [www.alabamaalarm.org](http://www.alabamaalarm.org)

PHONE: 877-563-5146

All training approved by the National Burglar and Fire Alarm Association(NBFAA) - National Training School(NTS) - WEB SITE: [www.alarm.org](http://www.alarm.org)

See: Professional Development, On Line Training and NBFAA Skills Courses

Manufacturers Representatives Training - All training sessions, which are conducted by representatives of manufacturers of electronic equipment are approved Continuing Education Training, provided: the manufacturer submits a brief summary of the training and verification of the representative trainer to AESBL; and individual certificates are awarded, signed by the trainer and specify the number of training hours received.

ADT Continuing Education Training - ADT University, Malabar, Florida,

PHONE: 321-431-3322

Diebold, Incorporated - Technical , Development and Education Group,

North Canton, Ohio - PHONE: 330-490-6907

Digital Monitoring Products ( DMP) - Springfield, Missouri

PHONE: 800-641-4282

Elk Products, Inc. - M1 Cross Platform Control Training, Hildebran, North Carolina,

PHONE: 800-797-9355

Honeywell-(51courses)-Louisville, Kentucky, PHONE: 800-467-5875

Woody Woodham, Technical Training Manager, Cell: 601-209-4741

Limited Energy Resource Center - Gladstone, Oregon, PHONE: (503) 657-0135

(seven on-line courses) WEB SITE: [www.lerc.org](http://www.lerc.org)

Security Solutions, Inc. - Cumming, Georgia, PHONE: 800-333-2844

WEB SITE: [www.securitysolutions-ga.com](http://www.securitysolutions-ga.com)

Vicon Industries, Inc. - ViconNet Training, PHONE: 800-645-9116

WEB SITE: [www.vicon-cctv.com/training](http://www.vicon-cctv.com/training)

# NEW CRIMINAL HISTORY INFORMATION FOR 2008

## Deadline for Renewal of License is December 31, 2007

### **RENEWING APPLICANTS**-persons licensed by AESBL in year 2007

1. Complete the ABI-46 Form
2. Submit to AESBL the ABI-46 Form and money order or cashier's check made to ABI for \$25.00

### **NEW APPLICANTS**-persons not licensed by AESBL in year 2007 and persons arrested or convicted of a crime during the past three years must:

1. Complete ABI-46 Form
2. Go to local law enforcement authority's office to be fingerprinted (use 2 FBI fingerprint cards per person provided by AESBL)
3. Submit to AESBL the ABI-46 Form, (2) completed FBI fingerprint cards and money order or cashier's check made to ABI totaling \$49.00 (\$25.00 for ABI report plus \$24.00 for FBI report)

### **In order to be licensed by AESBL for 2008, all individuals must submit:**

1. 2008 Individual License Application and fee
2. **Renewing Applicants**- the ABI-46 Form and a cashier's check or money order made to ABI for \$25.00
3. **New Applicants or persons arrested or convicted of a crime in past three years**-the ABI-46 Form, two (2) fingerprint cards and a money order or a cashier's check for \$49.00 made payable to ABI
4. One (1) passport size photo
5. Documentation of Training: 1.2 CEU's if license is renewed by January 31, 2008 or copies of current Level 1 or ABAT/Level 2 Certificates for Qualifying Agents & Installer/Technicians

## INSTRUCTIONS FOR ABI AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM

Attached is a sample Criminal History Information Release Form (ABI-46) used by the Alabama Bureau of Investigation (ABI)

- ✓ All 2008 Applicants must complete an ABI Criminal History Information Release Form
- ✓ **Applicants not licensed by AESBL for 2007 and applicants arrested or convicted of a crime during the past three years must** complete this ABI Criminal History Information Release Form and (2) FBI fingerprint cards.
- ✓ Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.
- ✓ Signatures on the ABI form must be notarized or witnessed by two people.
- ✓ New applicants must also submit Federal Bureau of Investigation (FBI) fingerprint cards. New applicants must go to their local law enforcement authority's office and have (2) FBI fingerprint cards completed. These completed fingerprint cards must be mailed to AESBL, along with a cashier's check or money order for \$49.00 per person, made payable to ABI for processing ABI and FBI reports.
- ✓ You may remit one money order to AESBL **made payable to ABI** in the amount of \$25.00 for ABI report or \$49.00 for ABI and FBI reports.
- ✓ When completed forms and proper fees are received, the ABI and FBI will perform criminal background checks and provide reports to AESBL.
- ✓ You may complete a "Criminal History Release Authorization For Company." If this form is completed, the Alabama Electronic Security Board of Licensure can release criminal history results to your company.



## CRIMINAL HISTORY RELEASE AUTHORIZATION FOR COMPANY

I \_\_\_\_\_  
(print full name)

Hereby authorize \_\_\_\_\_  
(name of company)

to receive from the Alabama Electronic Security Board of Licensure (AESBL) the results of my Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) criminal history background search used to apply for an Alabama Electronic Security Board of Licensure license.

I do hereby release the Alabama Electronic Security Board of Licensure and its officers and agents from any and all claims, actions, or causes of action which may arise as a consequence of the release of the criminal history information to the Company identified above.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Print Name \_\_\_\_\_

**Two (2) Witnesses Required**

Witness \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

*In order to release any criminal history background results, this completed and witnessed authorization form must be sent to the Alabama Electronic Security Board of Licensure (AESBL) along with the 2008 Individual License Application and proper fees.*

# ORDER FORM

## Fingerprint Cards for 2008 License Application

**New** applicants, and applicants arrested or convicted of a crime during the past three years must obtain (2) FBI fingerprint cards from AESBL and go to their local law enforcement authority's office to be fingerprinted.

**Two** completed FBI fingerprint cards per person must be mailed to AESBL, along with the appropriate fees for processing.

My company expects to hire \_\_\_\_\_ new employees during 2008,  
Number  
and will need fingerprint cards to apply for a license.

Please send fingerprint cards to: (Company name and address)

Please fax completed form to: **334-264-9332**

Or mail to:

**AESBL**  
**7956 Vaughn Road, PMB 392**  
**Montgomery, AL 36116**