

**ELECTRONIC PROTECTIVE SYSTEM LICENSE TYPES  
(BURGLAR, LOCKSMITH, ACCESS CONTROL & CCTV)**

**TYPE A (Full Burglar Alarm, Access Control and CCTV)**

1. **Type B License** – (Technician) ABAT (Advanced Burglar Alarm Technician) and FAIM (Fire Alarm Installation Methods) course certificates  
(6 hrs. of Continuing Education Units - CEU's are required at renewal)
2. **Type C License** – (Installer) Level 1 Certification (12 hrs. of CEU's are required at renewal)
3. **Type D License** – (Apprentice) No certifications required
4. **Type D-T License** – (Temporary Apprentice) No certifications required
5. **Type E License** – (Sales/Designer) Understanding Alarms Training Course Certificate  
(4 hrs. of CEU's are required at renewal)
6. **Type F License** – (Provisional Sales/Designer) No certificates required until renewal time  
(Understanding Alarms Training Certificate)

**TYPE A-1 (Single Station Fire Alarm in 1 & 2 Family Dwellings)**

1. **Type G License** – (Technician) NBFAA's Fire Alarm Installation Methods Course
2. **Type H License** – (Apprentice) No certificates required

**TYPE A-2 (Locksmith, Access Control and CCTV- Full License)**

1. **Type I License** – (Technician) Field/Shop (Exam or equivalency or experience)
2. **Type J License** – (Technician) Shop Only (Exam or equivalency or experience)
3. **Type K License** – (Apprentice) No Training

**TYPE A-3 (Limited Locksmith)**

1. **Type I-2 License** - (Technician) Field/Shop (Exam or equivalency or experience)
2. **Type J-2 License** - (Technician) Shop Only (Exam or equivalency or experience)
3. **Type K License** - (Apprentice) No Training

**TYPE A-4 (Closed Circuit Television Alarm System Contractor)**

1. **Type L License** - (Technician)

<b>ELECTRONIC PROTECTIVE SYSTEM LICENSE FEES</b>	
<b>FIRM</b>	<b>AMOUNT</b>
Original fee	\$ 250
Renewal fee	\$ 50
Duplicate fee	\$ 20
Revision fee	\$ 20
Late renewal fee (15 days past expiration date)	\$ 250
<b>EMPLOYEE</b>	<b>AMOUNT</b>
Original fee	\$ 100
Renewal fee	\$ 50
Duplicate fee	\$ 20
Revision fee	\$ 20
Late renewal fee (15 days past expiration date)	\$ 100

## **DEFINITIONS OF LICENSE TYPES:**

- 1. TYPE A**            **FULL BURGLAR ALARM, ACCESS CONTROL AND CCTV**, includes license types B, C, D, D-T, E and F
- 2. TYPE A-1**        **SINGLE STATION FIRE ALARM IN 1 & 2 FAMILY DWELLINGS**, includes license types G and H
- 3. TYPE A-2**        **LOCKSMITH, ACCESS CONTROL AND CCTV**, includes license types I, J and K
- 4. TYPE A-3**        **LIMITED LOCKSMITH**, includes license types I-2, J-2 and K
- 5. TYPE A-4**        **CLOSED CIRCUIT TELEVISION ALARM SYSTEM CONTRACTOR (CCTV)**, includes license type L

### **ACCESS CONTROL:**

Means an electro-mechanical lock, electronic lock, or electronic locking arrangement designed to control access or egress to a premises or controlled area.

### **ALARM CONTRACTING:**

Means providing an electronic protective system access control, or a closed circuit television alarm system to another by any means, including but not limited to the sale, lease, rent, design, planning with the intent to prewire, prewiring, installation, maintenance, repair, testing, modification, improvement, alteration, inspection, or servicing of an electronic protective system, access control, or closed circuit television alarm system; holding oneself or one's company out for hire to perform any such task; or otherwise offering to perform any such task for compensation, either directly or indirectly.

### **BURGLAR ALARM OR BURGLAR ALARM SYSTEM:**

Means an alarm, alarm system, or portion of such an alarm or system intended to detect or warn of an intrusion or other emergency not including a fire, in a structure.

### **CLOSED CIRCUIT TELEVISION ALARM SYSTEM:**

Means an alarm system that provides video surveillance of events, primarily by means of transmission, recording, or transmission and recording of visual signals through the use of cameras, receivers, monitors and other visual imaging systems.

### **LOCKSMITHING:**

Means the modification, recombination, repair, or installation of mechanical locking devices and electrical or electronic locking systems for any type of compensation and includes the following:

- 1.** Selling, designing, repairing, rebuilding, recoding, servicing, adjusting, installing, manipulating, or bypassing of a mechanical or electronic locking device for controlled access or egress to premises, safes, vaults, safe doors, lock boxes, automatic teller machines, or other devices for safeguarding areas where access is meant to be limited.
- 2.** Operating a mechanical or electronic locking device, safe or vault by means other than those intended by the manufacturer of such locking devices, safes, or vaults.
- 3.** Consulting and providing technical advice regarding selection of hardware and locking systems of mechanical or electronic locking devices, safes, or vaults.
- 4.** Selling, designing, repairing, servicing, adjusting, and installing closed circuit television alarm systems.
- 5.** Selling, designing, repairing, rebuilding, recoding, servicing, adjusting, and installing access control devices.

**TYPE "B" LICENSE - (Technician)** Authorizes holder to design, plan, specify, layout, sell, pre-wire, install, maintain, repair, test, inspect or service an electronic protective system while in the employ of a licensed Burglar Alarm, Access Control and CCTV Contracting Firm.

**Note: (Requirements - Certificates for ABAT & FAIM or equivalent which is Level 2A & NICET Level III in Fire Alarms) (6 hours of CEU's at renewal)**

**TYPE "C" LICENSE – (Installer)** Authorizes holder to design, plan specify, layout, sell, pre-wire, install, maintain, repair, test, inspect or service an electronic protective system while in the employ of a licensed Burglar Alarm, Access Control, and CCTV Contracting Firm.

**Note: (Requirements - Level 1 or its equivalent , Continuing Education Unit Certificate for 12 hours is required at renewal for Type "C")**

**TYPE "D" LICENSE – (Apprentice)** Authorizes holder to pre-wire, install, maintain, repair, test, inspect or Service an electronic protective system while under the **direct supervision** of a TYPE B or C license Holder and while in the employ of a licensed Burglar Alarm, Access Control, and CCTV Contracting Firm.

**Note: (No certificates are required)**

**TYPE "D-1" LICENSE – (Temporary Apprentice)** Thirty day maximum.

**Note: (No certificates are required)**

**TYPE "E" LICENSE – (Sales/Designer)** Authorizes holder to design, plan, specify, layout or sell an electronic protective system while in the employ of a licensed Burglar Alarm, Access Control, and CCTV Contracting Firm.

**Note: (Requirements - Understanding Alarms Training Course Certificate) and 4 hours of CEU's at renewal.**

**TYPE "F" LICENSE - (Provisional Sales/Designer)** Authorizes the holder to perform duties of a Class E Salesperson except this individual must take a sales training course within 12 months while in the employ of a Burglar Alarm, Access Control, and CCTV Contracting Firm.

**Note: (Class "F" can not be renewed without an Understanding Alarms Certificate)**

**TYPE "G" LICENSE – (Technician)** Authorizes the holder to design, plan specify, layout, sell, install, maintain, repair, test, inspect, or service single station fire alarms while in the employ of a single station fire alarm contracting firm.

**Note: (Requirements -NBFAA's Fire Alarm Installation Methods Course Certificate)**

**TYPE "H" LICENSE – (Apprentice)** Authorizes the holder to perform the functions of a Type G licensee while working under the **direct supervision** of a person holding a Type G License. Both individuals must work for the same firm.

**Note: (There is no certificate needed for Class "H")**

**TYPE "I" LICENSE - (Locksmith Technician)** Such license shall authorize its holder to engage in locksmithing services while in the employ of a licensed Locksmith, Access Control, and CCTV Contracting Firm.

**Note: (Requirements - Taking a locksmith test issued by the State Fire Marshal and making a grade of 75% or better, submitting a certificate from an approved locksmith course or demonstrate that you have been actively engaged in locksmithing for a minimum of five (5) years.)**

**TYPE "J" LICENSE - (Locksmith Shop Technician)**

Such license shall authorize its holder to engage in locksmithing services only within the confines of the operating location of the locksmithing services while in the employ of a licensed Locksmith, Access Control, and CCTV Contracting Firm.

**Note: (Requirements - Taking a locksmith test issued by the State Fire Marshal and making a grade of 75% or better, submitting a certificate from an approved locksmith course or demonstrate that you have been actively engaged in locksmithing for a minimum of five (5) years.)**

**TYPE "K" LICENSE - (Apprentice)**

Such license shall authorize its holder to perform the functions of a Type I or Type J licensee while working under the **direct supervision** of a person holding a Type I or Type J license. Both individuals must work for the same firm.

**Note: (No training is required)**

**TYPE "I-2" LICENSE - (Limited Locksmith)**

Such license shall authorize a company to engage in locksmithing services as to mechanical locks for premises and mechanical, electrical or electronic locks for controlled access to safes, vaults, safe doors, lock boxes, automatic teller machines or other devices only.

**Note: (Requirements - Taking a locksmith test issued by the State Fire Marshal and making a grade of 75% or better, submitting a certificate from an approved locksmith course or demonstrate that you have been actively engaged in locksmithing for a minimum of five (5) years.)**

**TYPE "J-2" LICENSE - (Locksmith Shop Technician, limited)**

Such license shall authorize its holder to engage in locksmithing services as to mechanical locks for premises and mechanical, electrical or electronic locks for controlled access to safes, vaults, safe doors, lock boxes, automatic teller machines or other devices only within the confines of the operating location of the locksmithing services company employing such individuals.

**Note: (Requirements - Taking a locksmith test issued by the State Fire Marshal and making a grade of 75% better, submitting a certificate from an approved locksmith course or demonstrate that you have been actively engaged in locksmithing for a minimum of five (5) years.)**

**TYPE "L" LICENSE - (Closed Circuit Television Alarm System Contractor)**

Such license shall authorize its holder to engage in closed circuit television alarm system contracting only.

**NOTE: (Requirements - Taking a CCTV test issued by the State Fire Marshal and making a grade of 75% or better, successful completion of a standardized program approved by the board and acceptable to the State Fire Marshal or demonstrate that the individual has been actively engaged in closed circuit television alarm system contracting for a minimum of five (5) years.**

**NOTE: Current courses that have been approved by the Alarm Industry Advisory Board include:**

**Locksmith Courses:**

**Standards of Apprenticeship for Locksmiths (ALOA)**

**Certified Registered Locksmith (ALOA)**

**Cothron's School of Professional Locksmithing**

**Lockmaster's Security Institute**

**Certified Professional Locksmith (ALOA)**

**Certified Master Locksmith (ALOA)**

**Bossier City Community College Locksmith Training Course**

**Sales Course:**

**ADT Quick Start Course**

**ELECTRONIC PROTECTION SYSTEM/LOCKSMITHING/CCTV REQUIREMENTS  
FOR FIRMS**

**A.** Each Electronic Protection System Firm shall be physically located within the boundaries of the State of Louisiana. Every office (whether main or branch) which is located in Louisiana must be licensed. Only offices physically located in this state can legally conduct alarm contracting.

**B.** Type A Firm must have at least one employee who holds a **Class B** license at each of its operating locations. **Type A-1 Firm** must have at least one employee who holds a **Class G** license at each of its operating locations. **Type A-2 Firm** must have at least one employee who holds a **Class I or J** license at each of its operating locations. **Type A-3 Firm** must have at least one employee who holds a **Class I-2 or J-2** license at each of its operating locations. **Type A-4 Firm** must have at least one employee who holds a **Class L** license at each of its operating locations.

**NOTE: The Class 'B, G, I, J, I-2, J-2 or L' license holder must live within 150 miles of the office he/she qualifies. He/she may only qualify for one office.**

**C. INSURANCE DOCUMENTATION:** A current copy of the firm's insurance certificate **MUST be faxed or mailed in from the insurance agent.** The amount of coverage should be no less than \$500,000.00. **There is no set amount of insurance for Locksmith companies at this time.** It should include the following:

**1) General Liability 2) Errors and Omissions 3) Worker's Compensation (if employees other than the owner/partners are in the firm)**

**\*TYPE A-2 (Locksmith, CCTV, Access Control), TYPE A-3 (Limited Locksmith) and TYPE A-4 (CCTV Alarm System Contracting) firms are NOT REQUIRED TO HAVE ERRORS AND OMISSIONS COVERAGE.**

**\*Certificate of Insurance Must include the Policy Number, Date of Expiration, Physical Address & a Statement noted in the descriptions of operations that firm is insured for the type of services provided. (Example: Burglar Alarm, Access Control, CCTV, Locksmithing)**

**D. A COMPANY CHECK OR CERTIFIED FUNDS ONLY MADE PAYABLE TO "OFFICE OF THE STATE FIRE MARSHAL" MUST BE SUBMITTED WITH AN APPLICATION! NO CASH OR PERSONAL CHECKS ACCEPTED.**

**FEES:** An Original License Fee is \$250.00 - (\$200.00 license fee and \$50.00 application fee)  
A Renewal License Fee is \$50.00 - (Due yearly on expiration date)  
A Duplicate License Fee is \$20.00 - (To replace a lost, stolen, or destroyed license)  
A Revision License Fee is \$20.00 - (To change any information about the company)  
A Late Renewal Fee is \$250.00 - (15 days past expiration date)

**E.** Firm **must be** located in the State of Louisiana. Firm **cannot** have a **P. O. Box** for a physical address.

**F.** Submit **Documentation from Secretary of State's Office** if company is a Corporation.

**G.** Submit **Occupational License from Local Government** for All Firms (Corp., Partnership or Individual)

**NOTE: You should notify this office within ten (10) days, by use of an application, if there is a change in the firm's business name, address or ownership, the designated agent's employment status, or if any owner, partner or principal with an interest in the company is convicted of a felony or enters a plea of guilty or nolo contendere to a felony charge.**

**\*For Type A-2, A-3 and A-4 firms, an affidavit must be submitted stating length of service with the firm or certificates of completion submitted from an approved standardized program.**

**Please contact the following offices for other possible requirements:**

- 1. LA Worker's Compensation (225) 342-7571**
- 2. LA Secretary Of State (225) 342-4479**
- 3. Department of Revenue (225) 219-7656**  
**(Non-Residency form option 2) [www.rev.state.la.us](http://www.rev.state.la.us)**
- 4. Louisiana Board of Contractors (800) 256-1392 or (225) 765-2301**

**TYPE A-4 FIRM**

**STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS  
OFFICE OF THE STATE FIRE MARSHAL  
8181 INDEPENDENCE BOULEVARD  
BATON ROUGE, LA 70806  
1-800-256-5452 OR (225) 925-4911  
FAX (225) 925-3699  
www.dps.state.la.us/sfm/**

**CLOSED CIRCUIT TELEVISION REGULATIONS & APPLICATION FOR FIRM LICENSE  
TYPE A-4 ( CCTV ONLY)**

PLACE A CHECK (  ) NEXT TO THE TYPE OF LICENSE YOU ARE APPLYING FOR:

- (  ) **INITIAL** (  ) **RENEWAL**  
(  ) **REVISION** (  ) **DUPLICATE**  
(Change in existing information) (To replace lost license)

**REASON FOR REVISION:** \_\_\_\_\_

Firm License Number: **CF** \_\_\_\_\_ (Does Not Apply to Initial License)

**PLEASE TYPE OR PRINT CLEARLY WITH INK ALL INFORMATION REQUESTED!**

NAME OF FIRM		<input type="checkbox"/> Main Office	<input type="checkbox"/> Branch Office
FIRM'S LA. MAILING ADDRESS (Street, City, Zip)			
FIRM'S LA. PHYSICAL ADDRESS (Street, City, Zip)			
PARISH OF PHYSICAL LOCATION			
FIRM'S E-MAIL ADDRESS			
FIRM'S TELEPHONE NUMBER			
(    )    -    -    -    OR (    )    -    -    -			
FIRM'S FAX NUMBER			
(    )    -    -    -    OR (    )    -    -    -			
NAME OF FIRM'S CONTACT PERSON		NAME OF FIRM'S QUALIFIER:	

**OWNERSHIP OF FIRM:**

**Check and complete the section below that applies to your company. In the case of partnerships and corporations, all partners, principals and officers personal information must be shown. A principal is defined as one who holds an office in the corporation, is a board member or holds at least 5% interest in the company. All firm's physical locations must be in the boundaries of the state of Louisiana.**

CORPORATION ( ) President: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Principal or Officer's Name & Title:

1. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

2. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Add additional names on back of this sheet of paper.

PARTNERSHIP ( ) Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

INDIVIDUAL ( ) Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Firm's Type "L" Technician: \_\_\_\_\_

Address of Technician: \_\_\_\_\_

Approximate Number of Miles From Technician's Home to the office he/she qualifies: \_\_\_\_\_

#### CERTIFICATION

I certify and declare that all information contained in this application is true and correct and that I have read and understood its contents. I also understand that any willful omission or falsification of pertinent information required in this application is justification for the denial, suspension, and/or revocation of my firm's license.

I hereby certify by signature below that I have not been convicted of a felony, received a first time offender pardon for a felony, or entered a plea of guilty or nolo contendere on any felony charge. I also by signature below authorize the Office of the State Fire Marshal to make a criminal records check using identifying information provided in this application and hereby waive any privacy interests in that information for the limited purposes of this application.

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_

4. \_\_\_\_\_ Date: \_\_\_\_\_

\*All Owners, Partners, Officers, and/or Principals Must Sign.  
Additional signatures can be made on back of this sheet of paper.

**STATE OF LOUISIANA**

**PARISH OF \_\_\_\_\_**

**AFFIDAVIT**

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED:

\_\_\_\_\_  
**(Name of Employer)**

Who, after being duly sworn, did state as follows:

That *he/she* is the owner/operator of \_\_\_\_\_,  
**(Name of Company)**

a company engaged in *locksmith or CCTV services*, located at

\_\_\_\_\_  
**(Address of Company)**

That the following is a list of the employees of \_\_\_\_\_  
**(Name of Company)**  
along with their corresponding dates of employment and a brief description of the duties  
performed by each:

1. \_\_\_\_\_  
**(Employee's Name, Dates of Employment, and Description of Duties)**

\_\_\_\_\_

2. \_\_\_\_\_  
**(Employee's Name, Dates of Employment, and Description of Duties)**

\_\_\_\_\_

\_\_\_\_\_  
**Name of Affiant (Employer)**

Thus done and signed before me on the \_\_\_\_\_ date of \_\_\_\_\_, 200\_\_\_\_.

\_\_\_\_\_, No. \_\_\_\_\_.

**NOTARY PUBLIC**