



STATE OF TENNESSEE  
 DEPARTMENT OF COMMERCE & INSURANCE  
 DIVISION OF REGULATORY BOARDS  
 LOCKSMITH LICENSING PROGRAM  
 500 JAMES ROBERTSON PARKWAY, 2ND FLOOR  
 NASHVILLE, TENNESSEE 37243-0570  
 615.532.3369 FAX 615.532.2965  
[www.tn.gov/commerce/boards](http://www.tn.gov/commerce/boards)

**FOR OFFICIAL USE ONLY**  
 File # \_\_\_\_\_  
 Xact # \_\_\_\_\_

# LOCKSMITH APPRENTICE - APPLICATION

*Instructions: Please read this entire application carefully. Complete all sections before returning with the required fees to the above address. Please note: application fees are not refundable. Submit additional information for any item on a separate sheet of paper.*

## 1. PERSONAL DATA:

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Social Security Number      Last Name      First Name      Middle Name

\_\_\_\_\_  
 Residence (Street) Address, Apt. No.

\_\_\_\_\_  
 City      State      Zip Code

(\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Home Phone Number      E-mail address (If available)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date of Birth (M/D/Y)      Place (City,State) of Birth      Sex(M/F)      Race      Height      Weight      Hair      Eyes

a. Are you a United States Citizen?      Yes  No

b. Have you ever used a name other than the one by which you are applying?      Yes  No

If yes, give the name(s): \_\_\_\_\_

Explain why the name(s) was used: \_\_\_\_\_

## 2. LOCKSMITH COMPANY YOU WILL BE EMPLOYED BY: (REQUIRED)

\_\_\_\_\_  
 Company Name      Registration Number      Business Address

\_\_\_\_\_  
 City      State      Zip Code      (\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Telephone Number

a. Tenn. Code Ann. § 62-11-112(b) requires that apprentice applicants list all locksmiths currently employed by the Locksmith Company Employer. (Attach a separate sheet, if necessary.)

\_\_\_\_\_  
 Locksmith      Locksmith      Locksmith

\_\_\_\_\_  
 Locksmith      Locksmith      Locksmith

**3. PREVIOUS APPLICATIONS/REGISTRATIONS:**

- a. Have you been licensed or registered as a locksmith or locksmith apprentice in another state? Yes  No   
 •If yes, what state? \_\_\_\_\_ License Number: \_\_\_\_\_
- b. Has this license or registration ever been suspended or revoked? Yes  No   
 •If yes, please explain on separate sheet of paper and attach.

**4. STATEMENT OF CRIMINAL RECORDS:**

**Tenn. Code Ann. § 62-11-112(a)(7) requires that all applicants provide a statement of all criminal records** where the applicant has resided. Persons convicted of offenses involving fraud or theft shall not be entitled to licensure as a locksmith. Persons convicted of a felony offense, persons who have been convicted of offenses involving the illegal use, possession, sale, manufacture, distribution or transportation of a controlled substance, drug, or narcotic, persons convicted of felonious assault, persons convicted of a crime involving unlawful breaking or entering, burglary, larceny or arson; or persons convicted as a habitual criminal **may not** be eligible for registration, refer to **Administrative Rule 0780-5-13-.02(8)**.

You must answer the following questions completely. Information you provide may not disqualify you for a license. However, all arrests or charges, regardless of disposition appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

**If you answer yes to any of these questions, you are required to provide certified documents of the final court disposition or judgement with this application, including dismissed, suspended or deferred sentences, as well as, a written explanation of the events that surrounded the charges. If the court no longer has these records on file, you must obtain a letter from the judge or court clerk stating so.**

**Be advised: If you check "no" to any of the following questions regarding arrests or charges and there is an arrest record listed on your TBI or FBI report, your application could be denied for a material misstatement. Misdemeanor citations and charges for "bad checks", cases where you may not have been fingerprinted and booked but were required to pay court costs or fines, are reported to the TBI and FBI as an arrest. These charges must also be disclosed on your application.**

**Record Expungements: If you were told that a charge or arrest would be expunged from your record, and you would not need to report the charge as an arrest, you should verify with the court clerk or your attorney that the record was expunged and that you have "no arrest record" for the charge or arrest before completing your application for licensure. Failure to report charges or arrests that were not expunged from your record and are still listed on your TBI and/or FBI report could result in the denial of your application for a material misstatement.**

- a. Have you ever been arrested in Tennessee or any other state? Yes  No   
 If yes, what state(s)? \_\_\_\_\_
- b. Were you transported to or surrendered at a police station, sheriff's office or other law enforcement facility? Yes  No
- c. Once there, were you fingerprinted, photographed and booked into jail? Yes  No
- d. Were misdemeanor or felony charges filed against you? Yes  No   
 If yes, please list the charges below. (Attach a separate sheet of paper, if necessary.)

_Date	Charge	City	State
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Date	Charge	City	State
------	--------	------	-------

_Date	Charge	City	State
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- e. Did you appear before the court and enter a plea of guilty, not guilty or no contest? Yes  No
- f. Did the court dismiss the charges against you? Yes  No

If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges.

g. Have you ever been convicted of a felony offense? (A felony is an offense for which a jail sentence or probation of one (1) year or more could have been imposed.) Yes  No

h. Have you ever been convicted of an offense which involved **fraud** or **theft**? Yes  No

11- Persons convicted of offenses involving fraud or theft shall not be entitled to registration as a locksmith apprentice, refer to **Tenn. Code Ann. § 62-112(b)(4)**.

i. If you pled guilty or were found guilty, what was the sentence of the court? (Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence, or period of probation. List the sentence below and provide all final court dispositions with this application.)

Date	Charge	Sentence	Probation Completed Date
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Date	Charge	Sentence	Probation Completed Date
------	--------	----------	--------------------------

Date	Charge	Sentence	Probation Completed Date
------	--------	----------	--------------------------

j. Are you currently on a deferred sentence or on probation? Yes  No

k. Do you currently have charges pending against you? Yes  No

If yes, you are **required** to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal, you must also provide your written explanation of the circumstances surrounding the charges and the arresting officer's report. (Attach a separate sheet of paper, if necessary.)

Date of Arrest	Charge	City and State	Arraignment/Court Date
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Date of Arrest	Charge	City and State	Arraignment/Court Date
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Date of Arrest	Charge	City and State	Arraignment/Court Date
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5. Have you read the Tennessee statutes pertaining to Locksmiths and the corresponding Administrative Rules and do you understand your responsibilities? Yes  No

**I HAVE ENCLOSED: (\*\*Required for Processing\*\*)**

**Acceptable Identification**

**Two (2) color passport-style photos:** (with your name and Social Security Number printed on the back of each) Place the photos in a small envelope with your name printed on it and attach to the application.

**Two (2) completed fingerprint cards or copy of your receipt for electronically scanned prints:** Prints must be rolled nail to nail by a qualified, trained technician on the fingerprint cards provided by this office. The cards must be fully completed and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply to you. Cards must be completed using "**black**" ink only.

**Final Court dispositions (Judgements) on any and all charges/arrests.**

**STATEMENT OF COMPLIANCE AND UNDERSTANDING:**

**NOTICE, AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT**

I, the undersigned applicant, do hereby authorize the *Tennessee Department of Commerce and Insurance, Division of Regulatory Boards, Locksmith Licensing Program* to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of certification, licensure or registration by this agency for the purpose of investigating my credit references, and any workplace misconduct or criminal activity for which I am alleged to have been involved in.

These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications, personal references, personal interviews, my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Tennessee Department of Commerce and Insurance, including but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I understand that any false statement(s) and/or misrepresentations(s) given by me on this application or on any attachments will be punishable under **Tenn. Code Ann. § 62-11**. Therefore, I certify that all answers, statements, and information given herein and on any attachments, are true and correct to the best of my knowledge and belief.

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(Locksmith Apprentice Applicant Signature)

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(Date Signed)



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# LOCKSMITH APPRENTICE - APPLICANT INSTRUCTIONS

REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

<b><u>Application Fee:</u></b>	<b>\$ 50.00</b>
<b><u>Registration Fee:</u></b>	<b>\$ 25.00</b>
<b><u>ID Card:</u></b>	<b>\$ 25.00</b>
<b><u>Fingerprint Processing Fee:</u></b>	<b>\$ 60.00</b> (If this office processes your fingerprint cards)

**Total Fees:** **\$160.00** (If this office processes your fingerprint cards)  
**\$100.00** (if fingerprints electronically processed)

- Read and complete each portion of this application carefully.
- Applications submitted without required documents will not be processed until all required materials are submitted.
- All required supporting documents must be included with your application, any application which lacks required information or reflects a failure to meet any requirement for registration will only be held in a "pending" status for sixty (60) days. If the applicant fails to respond by submitting the required documents, fees, or information within sixty (60) days of any notice from this office, the application will be closed.
- If you fail to respond to any correspondence from this office, your application will be closed or denied.
- It is your responsibility to know and understand the laws and rules regulating locksmiths in the State of Tennessee.
- The photo identification card shall be carried by the registrant at all times when performing duties as a locksmith, and shall be shown upon request.

## **DOCUMENTS TO BE INCLUDED WITH APPLICATION**

- (1) **Acceptable Identification (Proof that applicant is 16 years of age):** Which includes at least one (1) of the following:
  1. A driver's license or non-driver's license issued by the State DMV; or
  2. A valid passport; or
  3. A resident alien card or green card; or
  4. A license or permit issued by a government agency; or
  5. If the applicant is a city, state, or federal employee, an employee identification card
- (2) **Two (2) completed fingerprint cards or a copy of the receipt for electronically scanned prints.** Fingerprints must be rolled nail to nail by a qualified, trained technician on the fingerprint cards provided by this office. The cards must be fully completed and signed and all questions in the blocks at the top of the cards must be answered. Cards must be completed using "black" ink only.
- (3) **Statements of any criminal records** in each area where the applicant has resided. Persons convicted of offenses involving fraud or theft shall not be entitled to registration as a locksmith apprentice, refer to **Tenn. Code Ann. § 62-11-111(b)(4)**. Persons convicted of a felony offense, persons who have been convicted of offenses involving the illegal use, possession, sale, manufacture, distribution or transportation of a controlled substance, drug, or narcotic, persons convicted of felonious assault, persons convicted of a crime involving unlawful breaking or entering, burglary, larceny or arson; or persons convicted as a habitual criminal **may not** be eligible for licensure, refer to **Administrative Rule 0780-5-13-.02(8)**.
- (4) **Certified court documents:** Applicants are required to provide certified court documents for each charge(s) or arrest(s) disclosed. Failure to submit the required court documents could result in the closure of your application.
- (5) **Two (2) frontal color passport-style photographs** taken within the preceding three (3) months, which have your name and social security number written on the back of each photo.
- (6) **Locksmith Company Affiliation:** All locksmith apprentices registered in Tennessee must be employed by a Registered Locksmith Company.
- (7) **Listing of Locksmiths:** Refer to Tenn. Code Ann. § 62-11-112(b)  
All locksmith apprentice applicants are required to provide a list of all locksmiths employed by the Locksmith Company employer with their application.